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KWIC Index to the Government of Ontario 1978/79

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Ministry of Culture and Recreation

Citizens' Inquiry Bureau

Hon. Reuben C. Baetz
Minister
Robert D. Johnston
Deputy Minister

D188R 8/78 3500

Available from:
Ontario Government Bookstore
880 Bay St., Toronto M7A 1N8
Price: $4.00 per copy (plus tax)

ISSN 0383-5413

Citizens' Inquiry Bureau

If you have any comments or suggestions about the KWIC INDEX or if after using it you are still unable to find a source of information or service in the Ontario Government, call or write to:

Citizens' Inquiry Bureau
Ministry of Culture & Recreation
77 Bloor St. West, 6th Floor
Toronto, Ontario M7A 2R9
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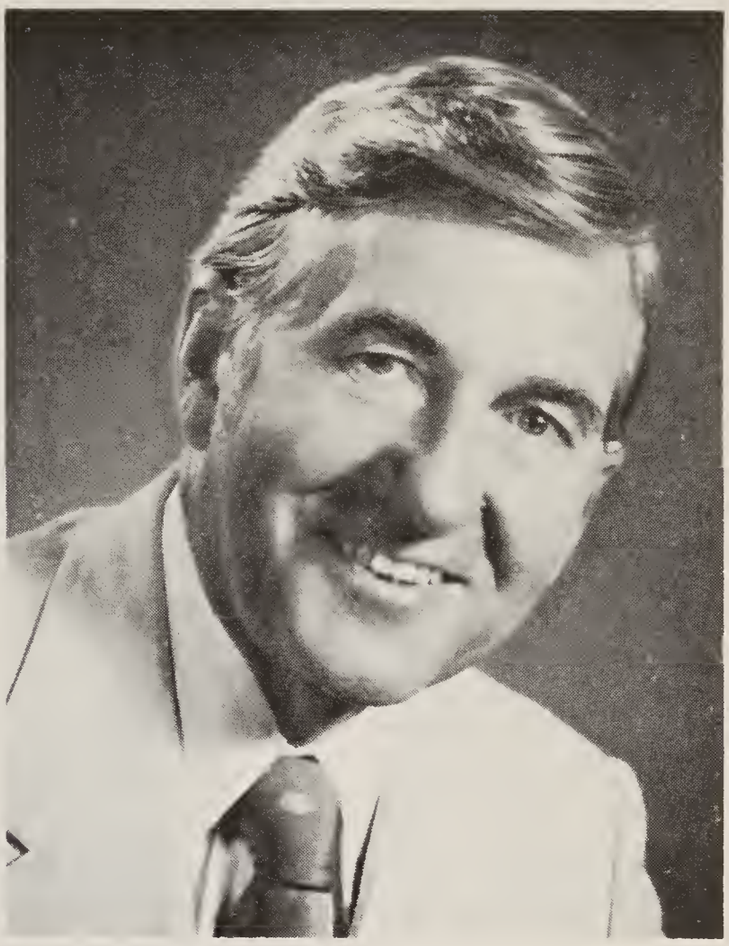
Foreword



The KWIC INDEX TO THE GOVERNMENT OF ONTARIO is a comprehensive, fast reference to the programs of the Ontario Government. If you take a few minutes to read "Tips on Using the KWIC INDEX" on page vi, you'll find the Index easy to use since the information is organized under simple headings or "key words" used by the public in their day-to-day dealings with the government.

The KWIC INDEX is widely used by ministries and agencies of the Ontario Government to help provide good public service. Other users include elected officials and their constituency offices, libraries, community information centres and private industry.

We are grateful to all ministries, agencies and commissions for their cooperation in supplying information about their programs and to the many users of the previous editions for their useful suggestions.

I encourage you to contact the Citizens' Inquiry Bureau with your comments or suggestions for future editions of the Index.

Hon. Reuben C. Baetz
Minister of Culture & Recreation

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Tips on using the KWIC Index

The KWIC INDEX gets its name from the Key Word In Context computer system on which it is based.

Purpose

The Index guides users to the correct source of information or service in the Ontario Government. Each entry is a brief but complete description of a branch or agency's activities but does not include specifics on a program. These should be obtained directly from the branch or agency.

How To Use the Index

1. Identify your area of interest, for example, you are starting a retail business and would like to get a vendor's permit for retail sales tax purposes.

2. Look for the key word that tells you about the subject, e.g. Retail Sales Tax. Under this key word is the description and telephone number of "Revenue Retail Sales Tax Br." Had you chosen "Vendor's Permit" as your key word, you would have found the same information.

3. If you can't find your key word, consult the "Key Word Index" on page xiv which alphabetically lists all key words used by the Index.

4. Let's take another example to show that the Index provides information about over-all Government involvement with a subject. Farming, for example, is covered by these key words: Farm, Farm Land, Farm Products. Under each key word are descriptions, arranged alphabetically by ministry, of branches dealing with different aspects of the subject.

Each entry begins with the Ministry name (abbreviated to conserve space) and Branch or Agency name. Refer to page xiii to identify these abbreviations. For easy scanning, a key word is printed in bold each time a distinct aspect is mentioned in the description.

Page headings function like those of a dictionary. On the left page the heading tells you the first key word on that page; on the right, the last.

Telephone Numbers, Addresses, Regional Offices

Telephone numbers in the entries are in the 416 area code unless otherwise stated. Outside Metro Toronto consult your local telephone directory for Government of Ontario listings or refer to page 619 of the Index for a list of ministries' regional, district or field offices.

To write to an Ontario Government branch or agency in Metro Toronto, refer to page 677 for a listing of mailing addresses.

Other Sources of Information

Community Information Centres in most Ontario communities inform the public on how to contact all levels of government and local agencies. Consult your telephone directory or municipal office for your community information centre.

Public libraries carry government publications and are also a source of information in the community. Consult your telephone directory under "Public Library."

The Government Structure

"Understanding the Government Structure" on page ix tells you how the Government is organized. It provides brief descriptions of the over-all goals of each ministry.

In turn, all branches and agencies of each ministry are described in the Index, alphabetically by ministry name. Ministry of Agriculture & Food branches, for example, are found starting on page 14.

Ministerial Responsibility for Acts

"Ministerial Responsibility for Acts" on page 668 lists legislation administered by each ministry. If you are not sure which branch administers an Act, contact the ministry's Information or Communications branch.

Agencies, Boards and Commissions

There are several categories of Ontario Government agencies, boards and commissions, or "special purpose bodies" as they are sometimes known.

Some bodies designed to serve a continuing function are created by specific Acts administered by the appropriate ministry to deal with the subject concerned. These are listed by ministry in the Index, e.g., Ag & Food Farm Products Marketing Board. Some autonomous bodies are listed separately, e.g., Workmen's Compensation Board but the description indicates the ministry through which they report to the Legislature.

Under the Public Inquiries Act, the Legislature authorizes Cabinet to appoint one or more individuals as a Commission or Royal Commission to inquire into a specific public concern. The Act governs methods and procedures used by the Commission, e.g., hearings, subpoena power. The Index lists a few long-term ones under "Commission" or "Royal Commission" such as Royal Commission on the Northern Environment.

Judicial Inquiries may be appointed under Specific Acts to examine special legal circumstances. Usually short-term, these bodies are not included in the Index. The Queen's Park Switchboard can provide the address and phone number for a current Inquiry.

Advisory Committees and Task Forces are appointed by a Minister if empowered by the Ministry Act or by Order-In-Council to examine specific matters. We have listed the current ones by ministry, e.g., Cult & Rec Council on Franco-Ontarian Affairs. Those not reporting to a ministry are listed separately, e.g. Ontario Advisory Council on Senior Citizens.

Each session, under the Legislative Assembly Act, the Legislature appoints Select or Standing Committees to which specific matters are referred for examination. The Clerk of the Legislature, listed under "Clerk's Office," can answer inquiries about these Committees.

Understanding the Government Structure

The Basic Units

The basic units of the government structure are the Ministries such as Education, Health, Environment and Labour, each responsible to a Minister in the Cabinet.

Most of the services performed for citizens by these Ministries and some 300 Agencies, Boards and Commissions are grouped into three policy fields of Justice, Resources Development and Social Development.

The work within a policy field is coordinated by a different kind of Cabinet Minister — the Provincial Secretary.

The Provincial Secretaries, supported by small secretariats in each field, are responsible for relating policies and priorities that cut across the traditional lines of departmental organization.

Provincial Secretaries guide rather than direct the approaches to the areas of government concern within their policy fields. In Cabinet they sit as equals with colleagues who head Ministries with program responsibilities.

In turn, the policy fields report to the Policy and Priorities Board of Cabinet, chaired by the Premier, which brings an over-all perspective to proposals being developed for consideration by Cabinet itself and eventually, the Legislature.

The Management Board of Cabinet reviews the implementation of new programs and the effectiveness of continuing operations of the Government.

Policy Fields and Ministries

Social Development Policy Field

The Ministry of Colleges and Universities administers support funds to 15 provincially-assisted universities, Ryerson Polytechnical Institute and the Ontario College of Art. It supports 22 community colleges and industrial training and apprenticeship programs and administers student assistance programs.

The Ministry of Community and Social Services provides programs and services for children and juveniles, senior citizens, the handicapped (the disabled and those with physical, emotional or educational handicaps), the mentally retarded and those in financial need. It makes available various kinds of assistance to people in the above categories through local governments, private agencies and charitable organizations.

The Ministry of Culture and Recreation encourages responsible citizenship through cultural and recreational development. Its programs relate to heritage conservation, arts support, sports and fitness, libraries and community information, citizenship and multiculturalism. The ministry supports a number of cultural, recreational and historical facilities and institutions.

The Ministry of Education ensures the provision of elementary and secondary school education in Ontario including correspondence courses, schools for the deaf, the blind and the handicapped. The ministry is also responsible for teacher education, certification and professional development.

The Ministry of Health is responsible for ensuring the good health of the Ontario public by administering such programs as health insurance, care for the mentally ill, extended health care, home care services, the regulation of hospitals and nursing homes, drug benefit. The ministry operates psychiatric hospitals and medical laboratories and coordinates ambulance services.

Resources Development Policy Field

The Ministry of Agriculture and Food is concerned with one of Ontario's most important industries, farming, and so is charged with the safe production of food and its orderly distribution and marketing. Its programs include education and research, extension services to increase technical knowledge among farmers, marketing and rural development.

The Ministry of Energy develops and implements a provincial energy policy to ensure an adequate energy supply at a reasonable price and with acceptable impact on the environment. The ministry works closely with Ontario Hydro, the Ontario Energy Board and Ontario Energy Corporation.

The Ministry of the Environment is responsible for services designed to achieve four major objectives: control of contaminant emissions, establishment of environmental safeguards, management of water and waste, and development and maintenance of measures intended to restore and enhance Ontario's natural environment.

The Ministry of Housing is responsible for ensuring an adequate supply of housing at affordable prices and within a sound planning framework. Its programs help to bring serviced land into housing production, facilitate home ownership, encourage the development of rental accommodation and provide and support or encourage rent-geared-to-income housing for families and senior citizens of low and moderate incomes.

The Ministry of Industry and Tourism serves Ontario industry, trade and tourism through programs designed to assist the development of small business, to promote job creation, to enhance competition among manufacturers, to expand markets for Ontario products and to improve the tourist industry. The ministry encourages new technology and assists in industrial expansion.

The Ministry of Labour aims to advance the well-being of employees and employers by promoting the productive use of labour. Its programs are concerned with rights and responsibilities of the individual worker, rights and obligations of management and labour unions, ensuring health and safety in the workplace and improvement of the status of women employees. The Ontario Human Rights Commission and Workmen's Compensation Board report to the Legislature through the Minister of Labour.

The Ministry of Natural Resources manages Ontario's lands and waters to provide opportunities for outdoor recreation and resource development. It ensures adequate social and economic benefits are derived from resource development and manages publicly owned lands. Its range of programs covers such areas as hunting, fishing, mapping, Crown lands, mines, forests and parks.

The Ministry of Northern Affairs coordinates Government of Ontario services in Northern Ontario and provides residents easier access to and communication with Government. Its programs include community and regional development including townsite planning; supervision of air, water, road and rail transportation; construction of roads, highways and airports; telecommunications services in the north.

The Ministry of Transportation and Communications operates Ontario's highway system by performing design, construction and maintenance activities and provides subsidies to municipalities for road construction and maintenance. The ministry is also responsible for driver licensing and all aspects of motor vehicle licensing and safety. It represents the rights of Ontario citizens in the communications field and regulates telephone service under provincial jurisdiction.

Justice Policy Field

The Ministry of the Attorney General directs and supervises the administration of justice in Ontario. Its programs include provision of Crown legal service before all courts in Ontario, legal services for the Government and its agencies, legislative services to cabinet ministers and members of provincial parliament, courts administration, guardian and trustees' services and the protection of the legal rights of Ontario citizens.

The Ministry of Consumer and Commercial Relations is responsible for programs that affect business and the consumer. These include licensing, registration and inspection of business establishments to promote a high level of ethical business conduct; licensing and inspection of technical and operational situations to ensure safety; registration of documents related to all aspects of real and personal property ownership. The ministry ensures a reasonable standard of decency in films shown in Ontario and controls the use and availability of beverage alcohol.

The Ministry of Correctional Services has jurisdiction over all adult offenders sentenced to terms of less than two years. Its services include care in correctional institutions, probation, parole supervision and assistance.

The Ministry of the Solicitor General contributes to the protection and security of society by law enforcement, maintenance of peace and order and protection of persons and property while ensuring individual freedom and rights. Its programs include supervision of the Ontario Provincial Police, the Chief Coroner's Office, the Centre of Forensic Sciences and the Office of the Fire Marshal.

The following ministries and offices do not fall under any policy field. They perform central-agency services for the whole Ontario Government.

The Management Board of Cabinet is not a ministry but a committee of cabinet ministers with a Chairman. It is responsible for coordinating the financial and administrative operations of the Government. It reviews ministry submissions including program proposals, annual estimates, new legislation and regulations as well as organizational changes.

The Civil Service Commission reports to the Chairman of Management Board. Through its major divisions, Staffing, Compensation and Staff Relations, the Commission is responsible for recruitment, classification, salary conditions and terms of employment in the Ontario Public Service.

The Ministry of Government Services is a support ministry to the other ministries of the Government. Its programs provide accommodation, supply and services and management and information systems services to all the ministries.

The Ministry of Revenue collects provincial taxes. It conducts property assessment to provide the tax base for Ontario municipalities and administers two major income redistribution programs: the Ontario Tax Credit System and the Guaranteed Annual Income System (GAINS) for senior citizens.

The Ministry of Treasury, Economics and Intergovernmental Affairs works closely with the federal government, other provincial governments and with municipalities. Its over-all functions are to recommend fiscal, economic, regional and intergovernmental policies of the Ontario Government. Its programs include the development of the provincial budget, management of Ontario finances, central statistical services, administration of various subsidy payments to municipalities and individuals. The ministry coordinates and advises on federal-provincial and provincial-municipal relations including financial arrangements and analyzes provincial policy on responsibilities of local governments.

Ministry Abbreviations

AG & FOOD	Ministry of Agriculture & Food
ATT GEN	Ministry of the Attorney General
CCR	Ministry of Consumer & Commercial Relations
CIV SERV	Civil Service Commission
COLL UNIV	Ministry of Colleges & Universities
COMM SOC	Ministry of Community & Social Services
CORR SERV	Ministry of Correctional Services
CULT & REC	Ministry of Culture & Recreation
EDUC	Ministry of Education
ENERGY	Ministry of Energy
ENV	Ministry of the Environment
GOVT SERV	Ministry of Government Services
HEALTH	Ministry of Health
HOUSING	Ministry of Housing
IND & TOUR	Ministry of Industry & Tourism
LABOUR	Ministry of Labour
NAT RES	Ministry of Natural Resources
NORAFFAIRS	Ministry of Northern Affairs
REVENUE	Ministry of Revenue
SOL GEN	Ministry of Solicitor General
TE & IA	Ministry of Treasury, Economics & Intergovernmental Affairs
TR & COMM	Ministry of Transportation & Communications

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ABATEMENT

Abatement, see Pollution

ACCIDENTS

416-965-4111

CCR, ELEVATING DEVICES BR inspects and licenses elevating devices including elevators, escalators, dumbwaiters, moving walks, platform lifts and ski lifts. Reviews and approves designs of new installations and major alterations. Investigates **accidents** and complaints of unsafe conditions or improper use of elevating devices. Registers contractors involved in maintenance and monitors their performance.

416-963-0501

CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) provides compensation to victims of **accidents** caused by drivers of uninsured, stolen and hit and run vehicles by administering the Motor Vehicle Accident Claims Act. Funds are received from vehicle owners who pay a penalty to the licensing office when registering their vehicles without insurance.

416-965-4121

CCR, PRESSURE VESSELS BR strives to minimize the risk of loss of life and property arising from the operation of boilers and pressure vessels. Reviews designs and welding procedures. Inspects workshops during fabrication and installation. Also qualifies and issues licences to welders. Inspects uninsured vessels periodically, and all vessels before and after major repairs. Investigates **accidents.** Contact Queen's Park or regional offices.

416-965-7161

LABOUR, CONSTRUCTION HEALTH & SAFETY BR is concerned with protecting the occupational health and safety of employees in the construction industry, including work on buildings, streets, sewers, water mains, underground work, and work under compressed air. The Branch periodically inspects construction sites, investigates fatalities and serious **accidents** and provides consultative services to all involved in the construction industry, e.g. labour, management, contractors, designers. Safety publications are available. Contact Queen's Park or District Offices.

416-965-4125

LABOUR, INDUSTRIAL HEALTH & SAFETY BR is concerned with protecting the occupational health and safety of employees in industry including the logging industry. (For the construction and mining industries, see Labour Construction Health & Safety Br and Labour Mining Health & Safety Br). This branch encourages employers and employees to assume primary responsibility for occupational health and safety programs by establishing Internal Responsibility Systems and consulting with them so problems are recognized and ongoing safety programs are established. Periodically inspects industrial establishments and logging sites; investigates fatalities and serious **accidents.** Reviews plans for new buildings and alterations to existing ones to check occupational health and safety hazards. Contact Queen's Park or District Offices.

416-965-1328

LABOUR, MINING HEALTH & SAFETY BR is responsible for the administration of the Mining Act and the succeeding legislation for mines, open pits, industrial quarries, sand,

clay, shale, gravel pits and metallurgical operations. Periodically inspects these establishments; conducts air samples to ensure a safe working environment. Investigates fatalities and serious **accidents.** Consults with labour and management to increase their involvement in identifying and solving occupational health and safety hazards. Reviews and provides advice on pre-development plans of mining and metallurgical operations to check hazards before construction. Tests hoist cables and trains mine rescue personnel. Contact Queen's Park or District Offices.

416-248-3617

TR & COMM, OFFICE OF LEGAL SERVICES provides legal services for the ministry. See first entry under Legal Services for description of functions. Insurance & Claims (248-3127) handles insurance claims against the Crown for injuries and property damage arising from **accidents** on provincial highways or involving government vehicles, as well as claims by the Crown for damage to highway property or government vehicles excluding OPP vehicles.

416-248-3548

TR & COMM, PROGRAM DEVELOPMENT BR determines regulatory program needs of drivers and private and commercial vehicles by conducting an annual evaluation of their performance. Develops new programs and strategies to meet Ontario's social, economic, environmental and technological needs. Establishes standards for drivers and vehicles. Manages the vehicle equipment approval program and investigates **accidents** in which condition of vehicles may have been contributory factor. Develops and modifies procedures for safety standards enforcement. Prepares drafts for proposed legislation and regulations.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Commercial Vehicles Operations & Safety Program studies: stability of vehicles, braking and handling including effects of mechanical and structural condition as related to operational performance and safety, impact of new vehicle standards and provincial highway regulations on safety, driver characteristics and commercial vehicles **accidents** data and statistics.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related **accidents** or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such **accidents** or diseases. Anyone whose interests are affected may appeal a WCB decision made under the Act. The Board is entirely financed by employer assessments, which also underwrite the safety education programs provided by nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre is in Downsview. The Board maintains two information offices in Toronto and area offices in 12 other Ontario cities. The WCB reports to the Legislature through the Minister of Labour. Contact Head Office or local offices.

ACCOMMODATION

See Administrative Services for accommodation services of individual ministries.

416-965-2108

GOVT SERV, DESIGN SERVICES BR provides construction and design services for capital projects, lease purchase projects and **accommodation** alterations of the ministry including

interior design consulting services, kitchen facilities and laboratory facilities. Also includes preparation of documents and inspection of work performed. Part of the interior design consulting function (965-6723) is cataloguing of original paintings and sculptures owned by the Government, commissioning works of art in Government buildings and restoration of these works of art where necessary. Provides technical assistance to other ministries in problems pertaining to construction, maintenance and operation of buildings and institutions.

416-965-6815

GOVT SERV, PLANNING AND RESEARCH BR is responsible for general purpose **accommodation** planning for all Ontario government ministries and most special purpose bodies. Also responsible for research activities relating to the provision and management of **accommodation.**

416-965-2172

GOVT SERV, PROGRAM MANAGEMENT BR is responsible for the management of all **accommodation** projects of the Ontario Government. Ensures that all projects are completed on schedule, within the budget, and to the satisfaction of client ministries. Coordinates accommodation projects related to capital **accommodation,** land acquisition for capital projects, leasing, lease-purchase and **accommodation** alterations. Provides liaison for the Ministry of Government Services with all ministries and government agencies for all **accommodation** needs.

416-965-4777

GOVT SERV, REALTY SERVICES BR is responsible for the appraisal, negotiation and surveying services required in the acquisition and sale of real estate for most ministries, including land required for construction programs. Appraises, negotiates and acquires leased **accommodation.** Handles interim management of government property and disposes of such through sale or lease. Assists government employees transferred to other locations in Ontario in selling their homes under the Home Owner Employee Relocation Plan (phone: 965-6748). Maintains an inventory of government-owned land, buildings, leases and **accommodation.**

ACCOUNTANCY

416-965-2740

ATT GEN, PROFESSIONAL ORGANIZATIONS PROJECT was formed in 1976 to study the administration of statutes dealing with certain professional and self-governing organizations in order to suggest legislation setting the legal framework within which these professions are to operate. The particular statutes being reviewed are Architects Act, Law Society Act, Notaries Act (notaries public), Professional Engineers Act and Public **Accountancy** Act.

ACCOUNTING

Accounting Branch in each ministry is responsible for general accounting functions including payroll and expense account services, accounts payable, and financial liaison with Management Board, the Provincial Auditor and other government ministries and agencies.

416-965-1159

AG & FOOD, ACCOUNTS BR is responsible for the ministry's **accounting** function. For a description of functions, see first entry under Accounting.

416-965-1291

ATT GEN, FINANCE & SERVICES BR, in addition to the usual financial management and **accounting** functions provides the ministry with administrative services. For descriptions of functions, see first entries under Administrative Services and Accounting.

416-963-0261

CCR, FINANCE & PROGRAM EVALUATION BR provides all operating programs of the ministry with financial management and **accounting** services such as payroll reconciliation, accounts payable, formulation of program estimates in keeping with branch budgets. Receives and processes all revenues received by the ministry. Develops ministry policies and procedures re financial control and management performance reporting systems.

416-965-5921

COLL UNIV, ACCOUNTS AND ADMIN SERVICES BR performs the **accounting** (965-9051) and administrative services (965-6426) functions for the ministry. **Accounting** includes processing and distribution of student awards and operating funds for post-secondary institutions, as calculated by the Student Awards and Institutional Accounting branches, respectively. For a description of accounting and administrative service functions, see first entries under Accounting and Administrative Services.

416-965-2371

COMM SOC, ACCOUNTS BR is responsible for the ministry's **accounting** functions. For a description of branch activities see first entry under Accounting.

416-750-3450

CORR SERV, ACCOUNTS Section is responsible for the ministry's **accounting** functions. For a description of section activities see the first entry under Accounting.

416-965-4832

CULT & REC, FINANCE BR provides the ministry with financial management and **accounting** services including payment of grants. For further description of functions, see first entry under Accounting. In addition the branch establishes ministry **accounting** and financial policy and handles pre-audit of financial transactions.

416-965-2611

EDUC, FINANCIAL MANAGEMENT BR, besides the normal functions of financial management (965-2611) and **accounting** (965-2612), collects outstanding loans made under the Ontario Student Aid Loan Plan, a student aid program discontinued in 1964. Also collects fees for teachers' colleges and summer courses offered to teachers and for duplicates of students' transcripts and teachers' certificates.

416-965-6981

ENV, FINANCIAL & ADMINISTRATIVE SERVICES BR, in addition to the usual administrative services functions provides support services to ministry programs including financial management and **accounting.** See first entries under Administrative Services and Accounting for descriptions of these functions. The branch edits and maintains the Policy and Procedures manual; conducts electronic data processing planning and operations.

416-965-2153
GOVT SERV, FINANCE BR supplies the ministry with financial management services. For a description of functions, see first entry under **Accounting.**

416-965-5053
HEALTH, FINANCE AND ACCOUNTING BR provides financial information to management; establishes the Ministry's **accounting** policies and manages its payment systems. The latter encompass payments to hospitals and related facilities, payments for suppliers' goods and services, salaries, and payments under special programs such as Homes for Special Care and Extended Health Care programs (965-1505) as well as the Ontario Drug Benefit Program (965-9337). For a description of **accounting** function, see first entry under Accounting.

416-965-9762
HOUSING, FINANCE BR supplies the ministry with financial management services. For a description of activities see first entry under **Accounting.**

416-965-4303
IND & TOUR, FINANCE & SYSTEMS BR Estimates and Financial Reports Section coordinates multi-year plan and other related submissions. Develops internal financial information systems. Accounts Section (965-5296) is responsible for ministry's **accounting** services. For description of functions see first entry under Accounting. Systems Development Section (965-1873) develops and programs computer based applications for the ministry.

416-965-4148
LABOUR, FINANCE BR supplies the ministry with financial management services. For a description of functions, see first entry under **Accounting.**

416-965-2761
NAT RES, FINANCIAL SERVICES BR, besides the financial management and **accounting** functions as outlined in the first entry under Accounting, is responsible for budget preparation and control, development of **accounting** and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-2814 or regional or district offices.

416-965-2907
REVENUE, ADMINISTRATIVE & FINANCIAL SERVICES BR. Administration Section (965-2907) provides the ministry with administrative services. For a description of functions see first entry under Administrative Services. Finance Section (965-1706) performs the financial management and **accounting** functions. For a description of activities see first entry under Accounting.

416-965-4425
SOL GEN, FINANCIAL SERVICES BR supplies the Ministry with financial services. For a description of functions, see first entry under **Accounting.**

416-965-4085

TE & IA, ACCOUNTS & OFFICE SERVICES BR performs the **accounting** and office support functions for the Ministry of Treasury, Economics and Intergovernmental Affairs in addition to those of the Ontario Economic Council, Niagara Escarpment Commission, Ontario Land Corporation, Ministry of Energy, Ontario Energy Board, Management Board Secretariat and Civil Service Commission. For a description of functions, see first entry under Accounting.

416-965-5273

TE & IA, FINANCIAL INFORMATION & ACCOUNTING POLICY BR manages Ontario's requirements in overall government **accounting,** control & consolidated public and internal financial reporting. Specifically, it: maintains records of all Consolidated Revenue Fund transactions; prepares reports for use by the Treasurer before the Legislature, the public and the financial community, e.g. Public Accounts, prospectuses of debentures; operates Central Financial Information Systems by analyzing & consolidating data on revenues, expenditures, budgets, forecasts & statistics; provides all ministries/agencies with direction on financial transactions to ensure quality and comprehension of **accounting** & financial management policies; coordinates interministry effort on 'in-house' systems to ensure compatibility with Central Financial Information systems; provides expertise on all **accounting** and financial matters as referred by Management Board and all ministries/agencies; provides liaison with banking community.

416-248-3465

TR & COMM, FINANCIAL BR supplies the ministry with financial management and **accounting** services. For a description of functions, refer to the first entry under Accounting.

ACOUSTICS

416-965-1193

ENV, POLLUTION CONTROL BR NOISE POLLUTION Control Section deals with the control of pollution from noise emissions and comments on the relationship between new and existing land use and noise sources (e.g. industry, highways, railways and aircraft). Develops **acoustics** criteria and standards. Monitors blast concussion and ground vibration levels from operating pits and quarries in response to complaints. Promotes the Model Municipal Noise Control Bylaw for adoption by municipalities and assists in training of noise control officers. Although most municipalities have not yet completely adopted the Model Noise Bylaw, the City of Hamilton and several other municipalities have. The City of Toronto developed its own bylaw (465-5477). Contact regional offices.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the **Acoustics** Research Program studies noise from highways and other transportation components to: reduce excessive noise, understand its effects and develop standards for control. Develops noise barriers; studies noise of pavement surfaces and traffic, and assesses impact of trains.

ACUPUNCTURE

416-965-5887

HEALTH, STRATEGIC PLANNING & RESEARCH BR provides health research grants for the following purposes: to support applied and developmental health research mainly

based at Health Sciences Complexes, including hospitals (principal areas that qualify are operational, epidemiological and developmental research projects involving training or service, as well as **acupuncture** research); to support innovations in the organization and delivery of health service including the evaluation of health care; and to attract individuals to priority health training programs. Also provides bursaries for post graduate studies in health related areas as approved by specific consultants in Consulting Services Br. Recognized health & research development organizations in Ontario may apply for the Provincial Lottery grants for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

ADDICTION RESEARCH FOUNDATION

416-595-6100

HEALTH, **ADDICTION RESEARCH FOUNDATION** (ARF) conducts research and demonstration treatment, provides educational and consultative services, and publishes material in the field of alcohol and drugs. Information is available about various social services for people concerned with psychoactive drugs including alcohol. The library of the Addiction Research Foundation has an extensive collection of research reports, books and audio-visual material and is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for alcoholics and drug abusers and addicts is available through the Clinical Institute (595-6021), an 80-bed research and teaching hospital affiliated with University of Toronto. Community consultation and treatment referral is available from ARF branches throughout Ontario.

ADMINISTRATIVE SERVICES

Administrative Services in each ministry include purchasing and supply management, printing and duplicating, mail and transportation services, records management, assets management and maintenance of policy and procedures manuals. The Administrative Group in a Ministry acts as liaison with the Ministry of Government Services to coordinate common services such as telephones and accommodation requirements.

416-965-5961

AG & FOOD, ADMIN SERVICES BR supplies the ministry with **administrative services** including computer systems development and data processing. Also operates ministry library (965-1816). For further description of functions see first entry under Administrative Services.

416-965-2816

ATT GEN, COURTS ADMINISTRATION PROGRAM manages the civil and criminal courts in Ontario. Ensures provision of adequate **administrative services** to county, Small Claims, Surrogate Court and Supreme Court of Ontario offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the peace, notaries public and commissioners of oaths or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

416-965-1291

ATT GEN, FINANCE & SERVICES BR, in addition to the usual financial management and accounting functions provides the ministry with **administrative services.** For descriptions of functions, see first entries under Administrative Services and Accounting.

416-963-0396

CCR, ADMINISTRATIVE SERVICES BR supplies the ministry with **administrative services.** For a description of functions see first entry under Administrative Services.

416-965-2065

CIV SERV, ADMIN SERVICES BR, PERSONNEL Services Unit provides the Commission and Management Board with **administrative services,** advice and decisions on personnel administration. Affirmative Action coordinator (965-4840) serves its women employees.

416-965-5921

COLL UNIV, ACCOUNTS AND ADMIN SERVICES BR performs the accounting (965-9051) and **administrative services** (965-6426) functions for the ministry. Accounting includes processing and distribution of student awards and operating funds for post-secondary institutions, as calculated by the Student Awards and Institutional Accounting branches, respectively. For a description of accounting and administrative service functions, see first entries under Accounting and Administrative Services.

416-965-5006

COMM SOC, CAPITAL & ADMINISTRATIVE SERVICES BR provides technical expertise and consultative services to municipalities and non-profit organizations that want to establish facilities for rehabilitation, residential and social services under various Acts administered by the ministry. Maintains statistics on existing facilities. Carries out inspection program for fire and other safety measures in all ministry institutions and those operated under the above Acts. Contact district offices. Also supplies the ministry with **administrative services.** For a description of functions see first entry under Administrative Services.

416-750-3501

CORR SERV, SUPPLY AND SERVICES BR coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing ministry offices, correctional institutions and forestry camps. Office Services Section (phone: 750-3321) provides mail and messenger, stationery and printed forms stores, and duplicating services for the ministry. See first entry under **Administrative Services** for further description of this function.

416-965-7486

CULT & REC, ADMINISTRATIVE SERVICES BR provides office and other central **administrative services** for the ministry and its agencies. These include: purchasing of goods and services (965-1237), mail, messenger services and stockroom supplies (965-4644), records and forms management, office services such as maintenance of manuals and directories, assets control, safety supervision and accommodation services including acquisition and design of office space. The branch is responsible for the Resource Centre & Library (965-6763). See Cult & Rec Resource Centre for description of its functions.

416-965-2308

EDUC, MANAGEMENT SERVICES BR supplies the ministry with **administrative services.** For a description of functions see first entry under Administrative Services. Maintains micro files on teachers and ministry research projects. Responsible for records and forms management, administrative systems, purchasing, word processing centre, warehouse and distribution centre and copycentres.

416-965-6981

ENV, FINANCIAL & ADMINISTRATIVE SERVICES BR, in addition to the usual **administrative services** functions provides support services to ministry programs including financial management and accounting. See first entries under Administrative Services and Accounting for descriptions of these functions. The branch edits and maintains the Policy and Procedures manual; conducts electronic data processing planning and operations.

416-965-9215

GOVT SERV, ADMINISTRATIVE SERVICES supplies the ministry with **administrative services.** For a description of functions, see first entry under Administrative Services.

416-965-5051

HEALTH, SUPPLY AND SERVICES BR provides the Ministry with **administrative services** (see first entry under Administrative Services for description of functions). In addition, the Branch is responsible for the government pharmacy and medical stores (248-3084), microrecording service including health insurance microfilms (965-8242), the Ministry Library (965-7881), support services such as motor vehicle liability insurance, accident claims reports, motor vehicle licences, parking licences.

416-965-9713

HOUSING, SUPPLY & SERVICES BR supplies the Ministry of Housing, Ontario Housing Corporation, Ontario Mortgage Corporation and North Pickering Development Corporation with **administrative services,** including purchasing (965-9749). For a description of functions see first entry under Administrative Services.

416-965-4566

IND & TOUR, MANAGEMENT SERVICES BR provides the ministry with **administrative services.** See first entry under Administrative Services for a description of this function. Also provides the ministry with foreign language services (965-1587). Operates a library (965-3365) that has information on international trade, technology, tourism, small business, industry and related subjects. Permits access to its facilities for research purposes.

416-965-6115

LABOUR, ADMIN OPERATIONS BR supplies the ministry with **administrative services.** For a description of functions see first entry under Administrative Services.

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated **administrative services** for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides information service to visitors on Ontario Travel and the Parliament Buildings and

direction to various government offices. Bilingual guides are available. Stewards Services (965-7651) administers the Press Gallery Lounge and the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clippings from Ontario newspapers.

416-965-5134

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual **administrative services** functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographical maps including canoe routes. Publications on mining are also available (965-1348). For a description of administrative service functions, see first entry under Administrative Services. The branch also provides information on frog, turtle & snake identification.

416-965-2907

REVENUE, ADMINISTRATIVE & FINANCIAL SERVICES BR. Administration Section (965-2907) provides the ministry with **administrative services.** For a description of functions see first entry under Administrative Services. Finance Section (965-1706) performs the financial management and accounting functions. For a description of activities see first entry under Accounting.

416-965-7115

SOL GEN, ADMINISTRATIVE SERVICES BR provides the ministry with **administrative services.** For a description of functions, see first entry under Administrative Services.

416-965-5420

TE & IA, ADMINISTRATION SERVICES DIVISION, in addition to providing overall direction and coordination for the Ministry of Treasury, Economics and Intergovernmental Affairs in the areas of resource allocation and planning, internal ministry policies and procedures, and common support services, provides full **administrative services** to the following: Ministry of Energy, the Ontario Energy Board, the Niagara Escarpment Commission, the Ontario Economic Council and the Ontario Land Corporation, and except for personnel services, to the Civil service Commission and to Management Board. For a description of functions, see first entry under Administrative Services.

416-248-3178

TR & COMM, SUPPLY & SERVICES BR provides the ministry with various services. Purchasing & Supply Office (248-3361) purchases government vehicles, construction, maintenance & operating supplies & equipment. General Services Office (248-3853) runs a garage and instrument repair service; controls movable assets. Tenders Section (248-3651) advertises and supplies information on construction & supply contracts; conducts openings of tenders. Disposal Section (248-3725) auctions off government vehicles. Special Services Office (248-3364) provides **administrative services** including accommodation design; establishes sites for and inspects freeway service centres; provides telecommunication services and remote airport directional systems. Records Services Office (248-3531) prepares manuals, publications, maps (including Ontario road maps) & photographs for ministry and public distribution; performs records management & has a reference library (248-3591). Graphic Services Office (248-3557) provides art, display, reproduction facilities.

ADOLESCENTS

Adolescents, see Youth

ADOPTIONS

416-965-7351

ATT GEN, COUNTY AND DISTRICT COURTS have jurisdiction in both civil and criminal cases. Jurisdiction in civil cases is determined by nature of action and by amount claimed; in general the limit is $7,500. Statutes under which the courts handle proceedings include: Landlord and Tenant, Change of Name (applications for name changes), Child Welfare **(adoptions)** and Mental Incompetency (rights of the mentally incompetent). Persons rarely appear without legal counsel and in many cases either party may require trial by judge and jury. Criminal jurisdiction involves handling of trials, with or without jury, of all indictable offences with the exception of murder, piracy on the high seas and sedition. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Elsewhere, contact appropriate county or district court.

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records **adoptions,** divorces and name changes. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of $3.00 each. For correction of errors in registrations, contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

416-965-0176

COMM SOC, CHILD WELFARE BR finances, inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international **adoptions** services (965-2802). Prepares syndicated newspaper column Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and **adoptions,** and counselling to unmarried mothers. Contact local CAS. Private **adoptions** require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

ADULT EDUCATION

416-965-6161

COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and **adult education** through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Employment Centres for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools (965-9127), and for Regional Schools For Nursing Assistants (965-4051).

ADULT TRAINING CENTRES

Adult Training Centres, see Correctional Institutions

ADVERTISING

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting **advertising,** selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-965-4654

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews, transfers, suspends and revokes liquor licences for on-premise sale and consumption of alcohol, including special occasion permits. The Liquor Licence Board also regulates **advertising** for and inspects all licensed establishments. Age of Majority Cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from liquor stores and brewers retail outlets. For information on obtaining liquor licences call 965-4691; Age of Majority Cards, 965-4694; special occasion permits, 965-4675; **advertising,** 965-3450; inspections, 965-4666.

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario theatres. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm and 16mm projectors. Also examines and licenses projectionists. Approves motion picture **advertising** and classification.

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through **advertising** in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases **advertising** print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic or multicultural and non-urban communities through weekly newspapers, ethnic publications, radio and television.

416-248-3238

TR & COMM, OPERATIONS, REGIONAL OPERATIONS, through five Regional and 18 District offices in Ontario operates the Provincial Roads System by performing design, maintenance and construction activities. Administers subsidy programs to municipalities and regional governments for their roads maintenance and construction programs. Controls highways rights-of-way by purchasing property, issuing building permits, entrance permits and permits for the erection of **advertising** signs. Contact regional or district office.

ADVISORY COMMITTEE ON CONFEDERATION

416-965-1020

ADVISORY COMMITTEE ON CONFEDERATION, comprising representatives from various sectors of society, advises the Government through the Cabinet Committee on Confederation on: Ontario's place in Confederation and federal-provincial and interprovincial relationships, constitutional matters and means of promoting public awareness of our federal system and ways of improving it.

AERIAL PHOTOGRAPHS

416-965-5134

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides **aerial photographs;** Map Unit (965-6511) which provides topographical and geographical maps including canoe routes. Publications on mining are also available (965-1348). For a description of administrative service functions, see first entry under Administrative Services. The branch also provides information on frog, turtle & snake identification.

705-942-1800

NAT RES, AVIATION & FIRE MANAGEMENT CENTRE in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, resources management, aerial surveys, **aerial photographs,** mercy flights, search and rescue missions and transportation. Organizes fire control planning and warden systems. Conducts forest fire control operations. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control.

416-965-4538

NAT RES, SURVEYS & MAPPING BR (B) provides topographical and cadastral descriptions of the land base. Mapping Services Section (965-4941) provides information and liaison on Ontario maps production program. Develops mapping standards and programs and handles contracts with industry for mapping products. The Ontario Centre for Remote Sensing (965-8411) serves the provincial government by providing special-mission **aerial photographs,** interpretation of air-borne and space-borne imagery. Provides remote sensing information to the public. Nomenclature Section (965-6515) maintains geographical nomenclature of provincial and federal maps, charts, etc. Controls and regulates official names and naming of geographical features, unincorporated populated places and municipalities. See also Nat Res Surveys & Mapping Br A for other activities.

AFFIDAVITS

416-965-2816

ATT GEN, COURTS ADMINISTRATION PROGRAM manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, Small Claims, Surrogate Court and Supreme Court of Ontario offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the peace, notaries public and commissioners of oaths or **affidavits** (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

416-965-5741

GOVT SERV, PROTOCOL SERVICES Recording Office prepares, records and microfilms Ontario official documents, e.g. land patents. Certifies notarized documents and **affidavits** that are sent abroad by the public for various purposes. See also Govt Serv Protocol Services Protocol Section, also Scrolls Section.

AFFIRMATIVE ACTION

416-965-0564

LABOUR, WOMEN CROWN EMPLOYEES OFFICE acts as an internal consultant to Ontario government ministries and Crown agencies in developing, coordinating and monitoring **affirmative action** plans to upgrade the status of their women employees. Provides impetus and technical advice to individual Deputy Ministers (program managers) and Women's Advisors (consultants). Prepares annual report on the status of women Crown employees. Reports regularly to Management Board on the progress of the corporate program which promotes equal opportunity for women employed in the private sector. This program is undertaken by this ministry's Women's Bureau. For **affirmative action** activities by specific ministries and agencies contact ministry or agency Women's Advisor.

AG & FOOD ACCOUNTS BR

416-965-1159

AG & FOOD, ACCOUNTS BR is responsible for the ministry's accounting function. For a description of functions, see first entry under Accounting.

AG & FOOD ADMIN SERVICES BR

416-965-5961

AG & FOOD, ADMIN SERVICES BR supplies the ministry with administrative services including computer systems development and data processing. Also operates ministry library (965-1816). For further description of functions see first entry under Administrative Services.

AG & FOOD AGRICULTURAL AND HORTICULTURAL

416-965-1091

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives grants to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives grants to horticultural societies and plowing matches. The branch is the headquarters of the Ontario Plowmen's Association which sponsors the International Plowing Match and Farm Machinery Show.

AG & FOOD AGRICULTURAL MANPOWER SERVICES

416-965-6149

AG & FOOD, AGRICULTURAL MANPOWER SERVICES BR assists Ontario farmers with their manpower requirements by providing training programs and advisory services for farm workers and financial assistance for the construction of housing to accommodate seasonal workers. Also provides opportunities for students and young agriculturalists to broaden their knowledge by working on Ontario farms. The branch is a member of the Ontario Federal-Provincial Agricultural Manpower Committee.

AG & FOOD AGRICULTURAL RESEARCH

AG & FOOD, AGRICULTURAL RESEARCH INSTITUTE OF ONTARIO inquires into research programs on agriculture, veterinary medicine and household science. Stimulates interest in agricultural research as a means of developing efficiency in the production and marketing of agricultural products in Ontario. Research stations are in Guelph, Ontario; laboratories at the University of Guelph (519-824-4120). In Toronto contact 965-6695.

AG & FOOD AUDIT SERVICES BR

416-965-3241

AG & FOOD, AUDIT SERVICES BR is responsible for the Ministry's audit function. For a description of the function see first entry under Audit. Also assists management by reviewing specific areas of concern and making recommendations for improvement.

AG & FOOD COLLEGES

AG & FOOD, COLLEGES OF AGRICULTURE offer courses in farm management, agricultural production, agricultural laboratory technology, home economics or food service supervision, food and fashion, animal health, equine technology, agricultural business management. They also conduct agricultural research for the ministry. For further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

AG & FOOD ECONOMICS BR

416-965-1064

AG & FOOD, ECONOMICS BR undertakes research into economic aspects of agriculture including production, marketing, land use planning, rural sociology, statistics.

AG & FOOD EXTENSION BR

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H (4-H) and Junior Farmers programs which provide agricultural and leadership training as well as social benefits for youth in rural areas. The branch is headquarters for the Junior Farmers' Association of Ontario. Contact AG REPS in county or district offices.

AG & FOOD FARM PRODUCTS INSPECTION BR

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls dealers of fruit & vegetables. Issues licences to nurseries, and controls disease found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) production, packaging, wholesaling and retailing. Contact county or district office.

AG & FOOD FARM PRODUCTS MARKETING BOARD

416-965-2124

AG & FOOD, FARM PRODUCTS MARKETING BOARD administers the Farm Products Marketing Act which requires licences of dealers of all regulated food products and processors of some regulated commodities such as asparagus, apples, grapes, tender fruit, potatoes, vegetables, soybean, pork and turkey. Regulation is conducted through marketing plans administered by a producer marketing board. A list of these boards is kept by this office.

AG & FOOD FOODLAND DEVELOPMENT BR

416-965-9433

AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve the productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act which requires licensing of installers of tile drainage systems on agricultural land.

AG & FOOD HOME ECONOMICS BR

416-965-1421

AG & FOOD HOME ECONOMICS BR helps people in the rural areas, primarily women, to develop an appreciation of ideals and standards for successful home and family living; gives training in home economics and stimulates women to become local leaders.

AG & FOOD HORTICULTURAL RESEARCH

416-562-4141

AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO conducts horticultural research to increase production and develop new varieties of fruit, vegetables and wine. It also aids growers of ornamental plants, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and nurseries.

AG & FOOD INFORMATION BR

416-965-1056

AG & FOOD, INFORMATION BR is the information service for the Ministry of Agriculture and Food. For a description of activities see first entry under Information Service.

AG & FOOD LEGAL BR

416-965-6805

AG & FOOD, LEGAL BR provides legal services for the Ministry of Agriculture and Food. For a description of branch activities, see first entry under Legal Services.

AG & FOOD LIVESTOCK BR

416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and improvement programs, and grants for Ontario producers. Maintains laboratories where milk samples are tested for butterfat content and a laboratory where feed samples are analyzed. This branch is responsible for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of

Livestock Act and the Beef Cattle Marketing Act. The Artificial Insemination of Livestock Act requires licences for persons acting as artificial inseminators or conducting an inseminating or a semen producing business. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario.

AG & FOOD MILK COMMISSION OF ONTARIO

416-965-3107

AG & FOOD, MILK COMMISSION OF ONTARIO develops policy for producing, processing and marketing milk and dairy products. Serves as an appeal tribunal for anyone within the industry aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch (e.g. licensing of plants manufacturing oleomargarine and edible oils). Also interprets the Milk Act and its regulations for the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

AG & FOOD MILK INDUSTRY BR

416-965-2411

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. Provides for inspection of all dairy farms and monthly testing of raw milk. Arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, oleomargarine and edible oils. The laboratory in Guelph analyzes all samples for butterfat, protein and lactose and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

AG & FOOD ONTARIO AGRICULTURAL MUSEUM

416-878-8151

AG & FOOD, ONTARIO AGRICULTURAL MUSEUM in Milton, Ontario, one of the museums operated by the Ontario Government, houses and displays tools, implements and artifacts associated with the history of Ontario agriculture.

AG & FOOD ONTARIO CROP INSURANCE

416-965-1811

AG & FOOD, ONTARIO CROP INSURANCE COMMISSION makes available to farmers a crop insurance plan for all commercial insurance crops. Its Farm Income Stabilization Program provides financial assistance during periods of low crop yields to farmers producing commodities covered by crop insurance. Contact Regional Crop Insurance Commission office.

AG & FOOD ONTARIO FARM MACHINERY BOARD

519-824-4120

AG & FOOD, ONTARIO FARM MACHINERY BOARD in Guelph (ext. 2463) investigates complaints regarding farm machinery and may bring together interested parties to resolve problems involving farmers, dealers and manufacturers in Ontario.

AG & FOOD ONTARIO FOOD COUNCIL

416-965-7701

AG & FOOD, ONTARIO FOOD COUNCIL promotes the development of domestic and foreign markets for Ontario's food products. The Consumer Section of the Ontario Food Council provides consumer information, education and publications on the availability, storage, quality and nutritive value, purchase and use of Ontario foods. The Council provides administrative support to the Ontario Maple Syrup Producers Association.

AG & FOOD ONTARIO FOOD TERMINAL BOARD

416-259-5479

AG & FOOD, ONTARIO FOOD TERMINAL BOARD operates the Ontario Food Terminal, a wholesale fresh fruit and produce market to serve all Ontario growers of these farm products. The terminal has cold storage facilities. It plays a major role in the orderly marketing of fruits and vegetables in Ontario.

AG & FOOD ONTARIO STOCK YARDS BOARD

416-767-1163

AG & FOOD, ONTARIO STOCK YARDS BOARD operates under the federal Livestock & Livestock Products Act because of interprovincial trade. Some of the duties of the Ontario Stock Yards Board are to provide facilities for the weighing of livestock and supervising all scale operations. Sales agencies operating in the yard are licensed by the board to act as representatives in the selling of livestock.

AG & FOOD PERSONNEL BR

416-965-7452

AG & FOOD, PERSONNEL BR performs the personnel functions for the Ministry of Agriculture and Food. For a description of branch activities, see first entry under Personnel.

AG & FOOD PROGRAMS COORDINATION SECRETARIAT

416-965-7571

AG & FOOD, PROGRAMS COORDINATION SECRETARIAT coordinates policy and program planning and development and program delivery for the ministry. Maintains liaison with Cabinet Office, Policy and Priorities Board, Cabinet Committee for Resources Development, Management Board and other ministries and agencies. Develops and maintains a program management and planning oriented information system to ensure widest and earliest possible consideration for policy and program proposals and to expedite program delivery and resource allocation. Initiates and maintains the Ministry's Affirmative Action Program.

AG & FOOD PROVINCIAL PESTICIDE

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of pesticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Interprets significance of analytical results. Contact laboratory or ministries involved for research papers and reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

AG & FOOD RURAL DEVELOPMENT BR

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

AG & FOOD SOILS AND CROPS BR

416-965-1081

AG & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and horticultural crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household and urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

AG & FOOD VETERINARY SERV BR LABORATORY

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control disease of poultry; and the Fur Farms Act, requiring licences of fur farmers.

AG & FOOD VETERINARY SERV BR MEAT INSPECTION

416-965-5841

AG & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION issues licences to and inspects slaughtering plants except those registered under the Meat Inspection Act (Canada), and those engaged solely in slaughtering animals exempted by regulations under the Act.

AG & FOOD VETERINARY SERV BR REGULATORY

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts concerning these veterinary requirements: vaccination of cattle to control brucellosis, licences for livestock community sales and those involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle, sheep and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Inspects and issues licences to riding horse establishments, dog pounds and suppliers of laboratory animals. Licenses those other than pharmacists & veterinarians who sell livestock medicine. Requires registration of facilities that use animals for research.

AG REPS

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives **(AG REPS)** provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H (4-H) and Junior Farmers programs which provide agricultural and leadership training as well as social benefits for youth in rural areas. The branch is headquarters for the Junior Farmers' Association of Ontario. Contact **AG REPS** in county or district offices.

AGE OF MAJORITY CARDS

Age of Majority Cards (liquor), see CCR Liquor Licence Board of Ontario.

AGED

Aged, see Senior Citizens

AGENCY OF RECORD

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. **Agency of Record** purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic or multicultural and non-urban communities through weekly newspapers, ethnic publications, radio and television.

AGRICULTURAL PRODUCTION

Agricultural Production, see Ag & Food Economics Br

AGRICULTURAL RESEARCH

Agricultural Research, see also Ag & Food Economics Br.

AG & FOOD, AGRICULTURAL RESEARCH INSTITUTE OF ONTARIO inquires into research programs on agriculture, veterinary medicine and household science. Stimulates interest in **agricultural research** as a means of developing efficiency in the production and marketing of agricultural products in Ontario. Research stations are in Guelph, Ontario; laboratories at the University of Guelph (519-824-4120). In Toronto contact 965-6695.

AG & FOOD, COLLEGES OF AGRICULTURE offer courses in farm management, agricultural production, agricultural laboratory technology, home economics or food service supervision, food and fashion, animal health, equine technology, agricultural business management. They also conduct **agricultural research** for the ministry. For further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

AGRICULTURAL SOCIETIES

416-965-1091

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives grants to all the **agricultural societies** in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives grants to horticultural societies and plowing matches. The branch is the headquarters of the Ontario Plowmen's Association which sponsors the International Plowing Match and Farm Machinery Show.

AGRICULTURE

Agriculture & Food, Ministry of, see AG & FOOD Branch Name.

AHOP-HOME

416-965-9838

HOUSING, LAND MARKETING & SURVEYS BR, **AHOP-HOME.** Ontario's Home Ownership Made Easy (HOME) plan is now part of a joint federal-provincial program. Provincial grants (of up to $750 in the first year) may be given to purchasers of Assisted Home Ownership Program (AHOP) qualified units if the purchasers have taken maximum AHOP assistance and are still spending more than 30% of their income on mortgage and municipal tax payments. Provincial assistance is only available on new houses for which builders had received Central Mortgage & Housing Corporation (CMHC) qualification for **AHOP-HOME** prior to May 1, 1978. Administration of **AHOP-HOME** is handled by CMHC (federal) whose Toronto Regional Office is at 781-2451. Other areas contact local CMHC office.

AIR

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of pesticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, **air** and human tissues. Interprets significance of analytical results. Contact laboratory or ministries involved for research papers and reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-5778

ENV, AIR RESOURCES BR sets **air** quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Operates an **air** pollution index and alert system and produces air quality reports. Assesses immediate and long-term effects of contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and pollution problems, including hazardous agents and other emissions. Administers environmental research grants. Contact regional office.

416-965-2531
ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal, and of the Ministry of the Environment in the areas of water and sewage, waste disposal, **air** and noise pollution, in accordance with the Ontario Water Resources Act, 1970 and the Environmental Protection Act, 1971.

416-965-2214
ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Responsibility is carried out by these Units: Petroleum & Chemical, Mining & Metallurgy, Food & Forest. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes and industrial waste treatment and control with respect to water, **air** and solids. Coordinates project to take inventory and recommend rehabilitation of derelict mining land throughout Ontario.

416-965-5115
ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. These offices comment on the technical feasibility of new project proposals (e.g. land use planning). Each has four sections. The Utility Operations Section provides water and wastewater service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and water users; it assists in approving installations emitting contaminants. Operates sensors to obtain **air** pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for other two sections.

AIR CONDITIONING CONTRACTORS
Air Conditioning Contractors licence, see CCR Energy Safety Br

AIR SAMPLES
Air Samples, see Labour Mining Health & Safety Br, also Labour Occupational Health Branch.

AIRCRAFT

705-942-1800
NAT RES, AVIATION & FIRE MANAGEMENT CENTRE in Sault Ste. Marie operates a fleet of **aircraft** for forest fire detection and suppression, resources management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation. Organizes fire control planning and warden systems. Conducts forest fire control operations. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control.

AIRPORT

416-965-3707
NORAFFAIRS, MINISTRY OF NORTHERN AFFAIRS (B). This ministry was established to coordinate Gov't. of Ontario services in Northern Ontario, to promote projects & programs in that area and to give people of the North a greater say in government. Ministry responsibilities include: The Regional Priority Budget in Northern Ontario adminis-

tered by the Program Planning Br, Isolated Communities Assistance Fund for unorganized territories administered by the Regional Offices, community and regional development including townsite and community planning and infrastructure, **airport** construction and telecommunications in the remote North, transportation services such as norOntair & Ontario Northland Railway (Ontario Northland Transportation Commission), resource access roads (Northern Ontario Resource Transportation Committee), and Community Service Offices throughout the North. See also Noraffairs Community Service Offices, & Noraffairs Ministry of Northern Affairs (A).

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways, for the purchase of capital assets and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transportation services (248-3785). Develops planning policies for provincial highways system and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local **airport** systems and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities and is involved in public participation programs of ministry projects (248-3931).

ALCOHOL

Alcohol, see also CCR Liquor Licence Appeal Tribunal.

416-965-4911

CCR, LIQUOR CONTROL BOARD OF ONTARIO (LCBO) oversees the distribution and sale of liquor (spirits, **alcohol,** ale, beer and wine) for home consumption and to licensed establishments through government stores throughout Ontario. The LCBO imports special orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto and eventually in Ottawa, to stock only high quality products in limited supply (965-0153). Consultants are available in liquor stores in some metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers.

416-965-4654

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews, transfers, suspends and revokes liquor licences for on-premise sale and consumption of **alcohol,** including special occasion permits. The Liquor Licence Board also regulates advertising for and inspects all licensed establishments. Age of Majority Cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from liquor stores and brewers retail outlets. For information on obtaining liquor licences call 965-4691; Age of Majority Cards, 965-4694; special occasion permits, 965-4675; advertising, 965-3450; inspections, 965-4666.

416-595-6100

HEALTH, ADDICTION RESEARCH FOUNDATION (ARF) conducts research and demonstration treatment, provides educational and consultative services, and publishes material in the field of **alcohol** and drugs. Information is available about various social services for people concerned with psychoactive drugs including **alcohol.** The library of the

Addiction Research Foundation has an extensive collection of research reports, books and audio-visual material and is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for alcoholics and drug abusers and addicts is available through the Clinical Institute (595-6021), an 80-bed research and teaching hospital affiliated with University of Toronto. Community consultation and treatment referral is available from ARF branches throughout Ontario.

416-965-8045

HEALTH, CONSULTING SERVICES BR Consultants are experienced in their own fields of personal health care (i.e., health services provided by health practitioners to and for individuals who request them). Consultants provide the ministry with expertise and advice on the entire health care delivery system and increasingly in the area of health care planning. New objectives are to seek lower cost alternatives to present aspects of the system. Consultants represent general and specialty physicians, psychology, physiotherapy, occupational therapy, speech pathology and audiology, nursing and social work. They serve on Branch Committees and Planning Teams and on various Task Forces to help formulate Ministry policy. The Branch manages these programs: Adult Community Mental Health, **Alcohol** and Drug Abuse, Long Term Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) which attracts physicians to practise in rural and isolated communities.

ALCOHOLICS

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services e.g. prosthetics. Capital and operating grants are available to approved sheltered workshops. May provide operating and debt retirement assistance (e.g. payment of mortgages) to half-way houses and group homes for physically handicapped, **alcoholics,** ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-595-6100

HEALTH, ADDICTION RESEARCH FOUNDATION (ARF) conducts research and demonstration treatment, provides educational and consultative services, and publishes material in the field of alcohol and drugs. Information is available about various social services for people concerned with psychoactive drugs including alcohol. The library of the Addiction Research Foundation has an extensive collection of research reports, books and audio-visual material and is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for **alcoholics** and drug abusers and addicts is available through the Clinical Institute (595-6021), an 80-bed research and teaching hospital affiliated with University of Toronto. Community consultation and treatment referral is available from ARF branches throughout Ontario.

ALE

Ale, see Beer

ALGONQUIN FORESTRY AUTHORITY

705-789-9647

NAT RES, **ALGONQUIN FORESTRY AUTHORITY** in Huntsville, Ontario is a Crown corporation responsible for harvesting timber in Algonquin Provincial Park and for supplying logs to designated mills. It operates under volume agreement with the Ministry of Natural Resources.

AMBULANCE

416-965-8034

HEALTH, AMBULANCE SERVICES BR is responsible for licensing and inspection of **ambulance** services in Ontario. Dispenses funds to, and generally monitors, these services. Operates a training program for volunteer & part-time driver/attendants, and is responsible for central examination of graduates of the Ambulance & Emergency Care program in community colleges. Provides Ontario Health Insurance Plan approval and guidance regarding air transfers. Coordination of air **ambulance** transfers is handled through York South Ambulance Service. Operates the Ontario **Ambulance** Services Information System. The branch does not accept requests for emergency ambulance service. Six Regional Coordinators perform decentralized planning & coordinating functions. If emergency **ambulance** service is required, consult inside cover of local telephone book or dial 'O' for operator and ask for Zenith 90,000.

ANATOMY

Schools of Anatomy, see Sol Gen Chief Coroner's Office.

ANIMAL SHELTERS

Animal Shelters, see Ag & Food Veterinary Serv Br Regulatory & Communicable Diseases.

ANIMALS

Animals, see also Livestock, also Wildlife

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from **animals** and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control disease of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-965-5841

AG & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION issues licences to and inspects slaughtering plants except those registered under the Meat Inspection Act (Canada), and those engaged solely in slaughtering **animals** exempted by regulations under the Act.

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts concerning these veterinary requirements:

vaccination of cattle to control brucellosis, licences for livestock community sales and those involved in disposing of dead **animals.** Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle, sheep and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Inspects and issues licences to riding horse establishments, dog pounds and suppliers of laboratory **animals.** Licenses those other than pharmacists & veterinarians who sell livestock medicine. Requires registration of facilities that use **animals** for research.

416-965-4236
HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and **animals** (zoonoses) such as rabies, salmonellosis, brucellosis, etc. Consultants advise Public Health Officers and physicians and project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

ANTI-INFLATION

416-965-2999
TE & IA, ECONOMIC POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and strategies. Studies foreign investment, foreign trade policy, Competition Act, housing, energy, and **anti-inflation** programs.

ANTIVENIN

416-965-4236
HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses) such as rabies, salmonellosis, brucellosis, etc. Consultants advise Public Health Officers and physicians and project need for vaccine, serum and snake **antivenin.** For a list of **antivenin** depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-4094
HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable disease by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake **antivenin.** Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

APPEAL

416-965-3107
AG & FOOD, MILK COMMISSION OF ONTARIO develops policy for producing, processing and marketing milk and dairy products. Serves as an **appeal** tribunal for anyone within the industry aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch (e.g. licensing of plants manufacturing oleomargarine and edible oils). Also interprets the Milk Act and its regula-

tions for the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

416-965-1912

ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, official plans and any **appeal** as provided under the Planning Act and under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

416-965-5545

ATT GEN, SUPREME COURT OF ONTARIO, the highest civil court in the province, consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of **Appeal,** which hears only appeals and is the highest court in the province. With certain exceptions, parties before the High Court may demand a trial by judge and jury. The Family Law Division of the High Court (965-7418) handles trials of divorce actions and motions relating to disputes between husband and wife or parents and children, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of **Appeal** sit in Toronto.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This **Appeal** Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any **appeal** from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-922-3005

CCR, HUDAC NEW HOME WARRANTY PROGRAM. The Ontario New Home Warranties Plan Act which came into effect Dec. 31, 1976, requires registration of all builders of new homes including condominiums and mobile homes with the Housing & Urban Development Ass'n. of Canada (HUDAC) New Home Warranty Program, a non-profit corporation. The self-financing program provides a warranty that new and previously unoccupied homes sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from buyers of new homes, condominiums and mobile homes. Both builders and buyers can **appeal** Corporation decisions with the Commercial Registration Appeal Tribunal.

416-965-7798

CCR, LIQUOR LICENCE APPEAL TRIBUNAL holds public hearings on any **appeal** from persons aggrieved by Liquor Licence Board's decisions to: refuse to issue, renew or approve a transfer of a licence; suspend, revoke or refuse to renew a manufacturer's licence; temporarily suspend a licence or permit in the public interest; impose terms and conditions on an individual; refuse to register an agent or representative; issue an interdiction order; issue an Order of Cessation of advertisement or public notice.

416-964-7808

CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile homes and some rent-geared-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant-filed application forms regarding rent increases (e.g. tenant appeals against high rent increases). If decision of Rent Review Officer is unsatisfactory, an **appeal** may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

416-964-3556

CCR, RESIDENTIAL PREMISES RENT REVIEW BOARD is an **appeal** tribunal which hears landlord and tenant appeals on decisions of the Ontario Rent Review Program.

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are **appeal** tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6426) hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union (OPSEU), the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6426) hears any **appeal** re union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate disputes between employees and unions re wages, collective agreements, etc.

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to **appeal** decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (financial allowances for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of **appeal** to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal, and of the Ministry of the Environment in the areas of water and sewage, waste

disposal, air and noise pollution, in accordance with the Ontario Water Resources Act, 1970 and the Environmental Protection Act, 1971.

416-965-2531

ENV, PESTICIDES APPEAL BOARD provides a mechanism of **appeal** to persons affected by decisions of the Ministry of the Environment regarding the use of pesticides, in accordance with the Pesticides Act, 1973.

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has two main functions: provides administrative support for the review boards and **appeal** boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear any **appeal** from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

416-965-1824

NAT RES, MINING AND LANDS COMMISSIONER exercises administrative and judicial duties under The Mining Act, The Mining Tax Act 1972 and The Beach Protection Act and such duties of the Minister of Natural Resources as are assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture and dispute and **appeal** hearings. Contact Queen's Park or regional offices.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. Anyone whose interests are affected may **appeal** a WCB decision made under the Act. The Board is entirely financed by employer assessments, which also underwrite the safety education programs provided by nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre is in Downsview. The Board maintains two information offices in Toronto and area offices in 12 other Ontario cities. The WCB reports to the Legislature through the Minister of Labour. Contact Head Office or local offices.

APPRENTICESHIP

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial training (manpower training) programs. The branch is involved in training and retraining men and women for employment in industry through several programs: **apprenticeship** including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact local Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Employment Centre. OCAP Administration Office in Queen's Park is at 965-0668.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR. Information Services Section performs duties described in first entry under Information Service, particularly as they relate to the Ontario Student Assistance Program (student awards), **apprenticeship** (manpower training), and post-secondary educational institutions such as universities, Ryerson Polytechnical Institute, Ontario College of Art, Colleges of Applied Arts and Technology, and registered private vocational schools. The Library Services Section (965-1451) runs a specialized library and provides reference services. The Data Systems Section (965-5477) maintains statistics on enrolment of students in post-secondary educational institutions throughout the province and provides statistical data support for the ministry's planning, policy-making and administrative activities. The Review and Development Section (965-5477) provides the ministry with consulting services related to design, development and implementation of research projects.

ARBITRATION

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6426) hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union (OPSEU), the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6426) hears any appeal re union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). **Arbitration** Boards (ad hoc) hear and adjudicate disputes between employees and unions re wages, collective agreements, etc.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes **Arbitration** Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts **arbitration** hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

416-965-5669

LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION approves persons as chairmen of **Arbitration** Boards and as single arbitrators, dealing with rights disputes between employers and employees with collective agreements only, and with interest disputes in hospitals under the Hospital Labour Disputes **Arbitration** Act. Performs administrative functions for **arbitration** boards, e.g. sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management

Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

416-965-3348
SOL GEN, ONTARIO POLICE ARBITRATION COMMISSION is responsible for monitoring and evaluating the effectiveness of the police **arbitration** system and making recommendations for its improvement.

ARCHAEOLOGICAL

Archaeological, see also Cult & Rec Royal Ontario Museum.

416-965-2336
CULT & REC, CONSERVATION REVIEW BOARD holds hearings arising out of owners' objection to municipal designation of property as historically or architecturally significant. The Board reports its opinion to the municipal council. Hearings are also held where Minister proposes to refuse issuance of **archaeological** licence, or designates **archaeological** or historic sites.

416-965-5727
CULT & REC, HERITAGE TRUST BR develops the arrangements and agreements leading to the acquisition by the Ontario Heritage Foundation through donation or purchase, of buildings of historical or architectural value, parkland of scenic, recreational or **archaeological** interest, items of **archaeological** importance, conservation easements on such property and works of art. Following acquisition, arrangements are made for architectural conservation or restoration where necessary, as well as for custody, use or display.

416-965-4490
CULT & REC, HISTORICAL PLANNING AND RESEARCH BR provides research and information on historical and **archaeological** resources necessary in the planning and development of Ontario government programs, e.g. environmental assessments involving heritage landscapes. Provides the Ontario Heritage Foundation with professional **archaeological** assistance (e.g. granting program). Answers inquiries about **archaeological** licences. Contact Regional Archaelogists (South Central Region, Toronto 965-8258).

416-965-9504
CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing **archaeological** licences and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical or architectural significance. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

ARCHITECTS

416-965-2740
ATT GEN, PROFESSIONAL ORGANIZATIONS PROJECT was formed in 1976 to study the administration of statutes dealing with certain professional and self-governing organizations in order to suggest legislation setting the legal framework within which these professions

are to operate. The particular statutes being reviewed are **Architects** Act, Law Society Act, Notaries Act (notaries public), Professional Engineers Act and Public Accountancy Act.

ARCHITECTURAL CONSERVATION

Architectural Conservation, see also Cult & Rec Conservation Review Board.

416-965-7635

CULT & REC, HERITAGE ADMIN BR, ARCHITECTURAL Conservation Section provides technical support for Ontario Heritage Foundation grants or loans to encourage **architectural conservation** or preservation of buildings of historical and/or architectural significance. Helpful advice on preservation is offered to organizations and individuals, including assistance with the establishment of local **architectural conservation** advisory committees and programs. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Historical for other activities of the branch.

416-965-5727

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ARCHIVES

Archives of Ontario, see also Cult & Rec Festival Ontario.

416-965-4030

CULT & REC, **ARCHIVES** OF ONTARIO acquires significant unpublished documents to preserve Ontario's historical heritage and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies through statutory control, important non-current records, and from other sources through donation or purchase, any important historical manuscripts, maps, pictures, photographs, early newspapers. Maintains a conservation laboratory for document restoration of archives' holdings. Operates a public reading room for those doing historical, administrative, legal or other research. Welcomes information on the location of historical material. Also advises and assists ministries and agencies on economic and efficient records management, forms control, microrecording, correspondence, reports. Coordinates Records Management training courses (965-2187).

ARDA

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act **(ARDA)** established under federal-provincial rural development agreement, serves the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact **ARDA** county or district office.

ART

Art, see Arts. Art in Ontario Government buildings, see Govt Serv Design Services Br.

ART GALLERIES

Art Galleries, see also Art Gallery of Ontario, McMichael Canadian Collection.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, provides grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, **art galleries** and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, makers of films and photographers may also apply. Other programs include Creative Artists In Schools (CAIS) and ONTOUR which assists concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

416-965-6256

CULT & REC, PUBLIC ART GALLERIES GRANTS Program, part of Arts Services Branch, assists eligible non-profit community **art galleries** through grants for basic operating and administrative expenditures. Galleries must meet eligibility criteria and provide detailed financial and gallery operations information. Applications available through main office or field offices. **Art galleries** may also apply to Ontario Arts Council for help with program and exhibition expenses.

ART GALLERY OF ONTARIO

416-361-0414

CULT & REC, **ART GALLERY OF ONTARIO** cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The Grange, a restored historic Toronto house. Circulates exhibitions to Ontario communities. Offers an art rental service, art book shop, audio-visual library, art reference library, art classes, tours and speakers bureau.

ART RENTAL
Art Rental, see Cult & Rec Art Gallery of Ontario

ARTICLES OF AMENDMENT
Articles of Amendment, see CCR Companies Services Br.

ARTICLES OF INCORPORATION
Articles of Incorporation, see Incorporation

ARTIFACTS
Artifacts, see Ontario Heritage Foundation, also Royal Ontario Museum, Ag & Food Ontario Agricultural Museum.

ARTIFICIAL LIMBS
Artificial Limbs, see Prosthetics.

ARTISTS

416-965-6256

CULT & REC, CULTURAL EXCHANGE PROGRAM, part of Arts Services Branch, provides information and in some cases grants to community associations, individual **artists** and arts groups involved in interprovincial or international cultural exchanges. Also encourages a variety of cultural exchanges between Ontario and Quebec with the cooperation of the Ontario-Quebec Permanent Commission.

416-893-1121

CULT & REC, McMICHAEL CANADIAN COLLECTION, an art gallery in a beautiful setting in Kleinberg has an extensive collection of the works of Canadian **artists** including the Group Of Seven, Tom Thompson, Emily Carr, David Milne, Clarence Gagnon, and J. W. Morrice. Original Group of Seven members were A. Y. Jackson, Lawren Harris, J. E. H. MacDonald, Franklin Carmichael, Arthur Lismer, Frederick H. Varley, Frank H. Johnston. A. J. Casson, Edwin Holgate and LeMoine FitzGerald joined later. Also included are works of art by native peoples. The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school tours by appointment.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, provides grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, makers of films and photographers may also apply. Other programs include Creative **Artists** In Schools (CAIS) and ONTOUR which assists concert **artists,** soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

ARTS

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416-965-6256

CULT & REC, ARTS SERVICES BR develops policies and programs to encourage excellence in the **arts** and wider participation in arts activities. Provides operating grants to provincial cultural institutions and agencies, provincial **arts** service organizations, eligible public art galleries and certain arts training institutions. Administers the Wintario Non-Capital **Arts** Program and provides grants for cultural exchange programs between Ontario and other provinces and countries. For further information see Cult & Rec Cultural Exchange Program and Cult & Rec Public Art Galleries Grants. Coordinates the Outreach Ontario and Festival Ontario programs also listed individually in this Index. Contact field office or main office.

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres (965-8433), sports facilities, **arts** facilities such as concert and exhibition halls, theatres, museums, heritage conservation projects, facilities for libraries and multicultural centres. Contact regional offices or main office.

416-595-5281

CULT & REC, CJRT-FM provides educational opportunities for the citizens of Ontario by offering university level credit courses as well as programming designed to provide a better understanding and appreciation of such fields of interest as the **arts,** music and literature. All program content including the open sector programming is presented in a non-commercial format.

416-965-6256

CULT & REC, CULTURAL EXCHANGE PROGRAM, part of Arts Services Branch, provides information and in some cases grants to community associations, individual artists and **arts** groups involved in interprovincial or international cultural exchanges. Also encourages a variety of cultural exchanges between Ontario and Quebec with the cooperation of the Ontario-Quebec Permanent Commission.

416-965-6256

CULT & REC, FESTIVAL ONTARIO, under the Arts Services Branch, will coordinate exhibits from major cultural and **arts** institutions (e.g.: Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority, Ontario Arts Council, Archives of Ontario, Ontario Film Theatre, Royal Botanical Gardens, McMichael Canadian Collection, etc.) and make these available free of charge to

communities to augment festivals or special events. Festival Ontario does not organize festivals. Assists at the request of communities. Contact regional offices or main office.

416-965-0617

CULT & REC, FIELD SERVICES BR. Through six regional and various sub offices in Ontario the Field Services Branch helps local organizations obtain ministry services at the local level. By providing consultative services to community groups this Branch aids in the development of recreation and cultural activities locally. The consulting service is provided to a whole range of local and regional clients including municipal recreation departments, municipal recreation committees, YMCA's, historical societies, multicultural groups, regional **arts** councils, etc.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the **arts,** provides grants in response to written applications from performing and creative **arts** groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional **arts** councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, makers of films and photographers may also apply. Other programs include Creative Artists In Schools (CAIS) and ONTOUR which assists concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional **arts** resources, and Franco-Ontarian community arts.

416-965-6763

CULT & REC, RESOURCE CENTRE and Library under the Administrative Services Br maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, **arts** and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Canadiana collections (978-6738) at 14 Queen's Park Crescent West and the McLaughlin Planetarium (978-8558), is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the **arts,** archaeology and the sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects and specimens related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Write or call for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, Senior Citizens Club, and Saturday Morning Club for children and has a library of films. The ROM is located at 100 Queen's Park Cres. in Toronto.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital

sports, recreation, fitness, **arts,** heritage, libraries, multicultural and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

ASSESSMENT

416-965-7574

ATT GEN, ASSESSMENT REVIEW COURT hears complaints against realty and business **assessment** based on real property valuation for municipal tax purposes. For further information on real property **assessment,** see Revenue Assessment Field Operations Branch listed in this index. Contact Municipal Office locally for questions on property taxation and rates. For **assessment** complaints, contact Regional Registrar of Assessment Review Court.

416-965-1912

ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, official plans and any appeal as provided under the Planning Act and under the **Assessment** Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

416-965-4069

NAT RES, MINE TAX ASSESSMENT issues annual **assessment** (tax) notices to Ontario mining companies on the basis of profit. Administers the Mining Tax Act.

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices throughout Ontario, implements the real property market value **assessment** program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of supporters for schools and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

416-965-5189

REVENUE, ASSESSMENT STANDARDS BR. The Ministry of Revenue, under the **Assessment** Act, assesses the value of real property in Ontario, which **assessment** local governments use as basis for property taxation. The Assessment Standards Branch: develops, maintains and implements valuation methods; standardizes valuation procedures; provides training of assessment personnel (965-3905). Conducts related technical research (965-3305).

416-965-2099

REVENUE, COMMUNICATIONS GROUP provides information service concerning programs and policies to the media, the public and internal branches. Prepares informative literature, news releases, speeches and minister's statements on request. Participates in development of Ministry bilingual programs. Maintains a newspaper clipping service and library (965-3892) covering aspects of tax, property **assessment,** public finance, legislation and

government and business administration. Manages Ministry advertising. For description of information services function, see first entry under Information Service.

ASSETS DISPOSAL

416-965-6937

GOVT SERV, SUPPLY ADMINISTRATION BR provides a government-wide purchasing service. Three commodity sections: Furniture & Furnishings (965-1247), Office Products (965-4751), Special Products (965-3084) administer a collective purchasing program for commonly used commodities; purchase equipment for new Ontario government facilities; purchase goods and services for operational requirements of the Ministry. Central purchasing authority for furniture and furnishing needs of all ministries and agencies rests with the Furniture & Furnishings Section. Supplier Development Section (965-6937) supports branch by developing supplier lists, maintaining a vendors catalogue library, identifying and evaluating new suppliers. Operates the Public Tenders Office (965-1152) to receive tenders for government supply contracts. **Assets Disposal** Section (259-7809) receives, warehouses and arranges for re-use or disposal of surplus furniture, equipment, materials.

ASSIGNMENT OF BOOK DEBTS

Assignment of Book Debts, see CCR Personal Property Registration Br.

ASSISTED HOME OWNERSHIP PROGRAM

Assisted Home Ownership Program, see AHOP-HOME.

ATHLETES

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in sports for individual satisfaction and enjoyment. Promotes competition in multi-sports games (e.g. Regional & Provincial; Ontario Summer & Winter Games for the able bodied & disabled). Provides administrative, consultative services and grants to provincial sport governing bodies. The Ontario Sports Admin. Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is funded by this Ministry. Sports Awards Program honors accomplishments of Ontario **athletes** and citizens in amateur sports. Coaching Development Program improves calibre of leadership available to amateur sport through coaches and officials. Ontario Sports Travelcade takes sports and fitness resources around Ontario to help raise level of expertise of **athletes,** coaches, etc. Ontario Elite Athlete Assistance Program provides limited financial assistance to selected amateur **athletes** for training and competition.

ATHLETICS COMMISSIONER

416-965-4173

CULT & REC, OFFICE OF **ATHLETICS COMMISSIONER** regulates professional boxing and wrestling and amateur sports in Ontario. Licenses professional boxers and wrestlers.

ATT GEN ASSESSMENT REVIEW COURT

416-965-7574

ATT GEN, ASSESSMENT REVIEW COURT hears complaints against realty and business assessment based on real property valuation for municipal tax purposes. For further

information on real property assessment, see Revenue Assessment Field Operations Branch listed in this index. Contact Municipal Office locally for questions on property taxation and rates. For assessment complaints, contact Regional Registrar of Assessment Review Court.

ATT GEN AUDIT SERVICES BR

416-965-4223

ATT GEN, AUDIT SERVICES BR is responsible for the Ministry's audit functions. For a description of activities see the first entry under Audit. The branch also administers the Defaulted Fines Control Centre (driver's licence suspension system). Contact 965-3711, 965-9012 or 965-0296.

ATT GEN BLIND PERSONS RIGHTS ACT

416-965-5184

ATT GEN, BLIND PERSONS RIGHTS ACT of 1976 provides that blind persons shall not be denied accommodation, occupancy, services or facilities, or discriminated against because he or she keeps or is accompanied by a guide dog. An identification card is issued upon written application as prima facie proof that the blind person and his or her dog are entitled to the provisions of this Act.

ATT GEN BOARD OF NEGOTIATION

416-965-2867

ATT GEN, BOARD of NEGOTIATION may act as a mediator to negotiate a settlement when property is expropriated and no agreement can be reached on compensation for the expropriation. Either the property owner or the expropriating authority can request the services of the Board of Negotiation.

ATT GEN BOARD OF VALUATION

416-965-2867

ATT GEN, BOARD of VALUATION. Where a power exercised under the Power Corporation Act does not constitute an expropriation or injurious affection, compensation shall be paid to the property owner for all damage, and when no agreement is arrived at as to amount of compensation to be paid to the owner, the Board of Valuation shall determine compensation for such property damage. If either the owner or the Corporation is dissatisfied with the amount fixed, they may appeal to the Ontario Municipal Board.

ATT GEN COMMON LEGAL SERVICES

416-965-2535

ATT GEN, COMMON LEGAL SERVICES is responsible for provision of lawyers to the ministries of the Ontario government. Coordinates and assists in general legal advice to these ministries.

ATT GEN COMMUNICATIONS BR

416-965-1664

ATT GEN, COMMUNICATIONS BR provides information service for the Ministry of the Attorney General. For a description of activities see first entry under Information Service.

ATT GEN COUNTY AND DISTRICT COURTS

416-965-7351

ATT GEN, COUNTY AND DISTRICT COURTS have jurisdiction in both civil and criminal cases. Jurisdiction in civil cases is determined by nature of action and by amount

claimed; in general the limit is $7,500. Statutes under which the courts handle proceedings include: Landlord and Tenant, Change of Name (applications for name changes), Child Welfare (adoptions) and Mental Incompetency (rights of the mentally incompetent). Persons rarely appear without legal counsel and in many cases either party may require trial by judge and jury. Criminal jurisdiction involves handling of trials, with or without jury, of all indictable offences with the exception of murder, piracy on the high seas and sedition. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Elsewhere, contact appropriate county or district court.

ATT GEN COURTS ADMINISTRATION PROGRAM

416-965-2816

ATT GEN, COURTS ADMINISTRATION PROGRAM manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, Small Claims, Surrogate Court and Supreme Court of Ontario offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the peace, notaries public and commissioners of oaths or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

ATT GEN CRIMINAL INJURIES COMPENSATION BOARD

416-965-4755

ATT GEN, CRIMINAL INJURIES COMPENSATION BOARD provides compensation to victims who have received physical injury as the result of an unprovoked crime of violence, or to the dependents of an innocent victim of a fatal occurrence. Also provides compensation to police and others taking part in law enforcement.

ATT GEN CROWN ATTORNEYS

416-965-3912

ATT GEN, CROWN ATTORNEYS System supervises Crown Attorneys in 47 districts and counties throughout Ontario. Provides consultation with Crown Attorneys with respect to particular criminal matters. Responsible for hiring Crown staff. Consults with other ministries on administrative matters, e.g. Crown Attorneys' office accommodation.

ATT GEN CROWN ATTORNEYS' OFFICE

416-965-7338

ATT GEN, CROWN ATTORNEYS' OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

ATT GEN CROWN LAW OFFICE CIVIL

416-965-4118

ATT GEN, CROWN LAW OFFICE, CIVIL Law provides the Ontario Government with civil litigation in all levels of courts, boards and tribunals. Provides professional advice and legal opinions to all government ministries, agencies and tribunals. Examines applications for judicial review to determine if an intervention will be made on behalf of the Attorney General. Deals with claims for and against the Crown. Answers inquiries from the public on statutes administered by this ministry. Acts for the Queen's Proctor in divorce matters. The Constitutional Law Branch of this office handles cases involving constitutional questions.

ATT GEN CROWN LAW OFFICE CRIMINAL

416-965-0650

ATT GEN, CROWN LAW OFFICE, CRIMINAL LAW is responsible for the preparation and argument of all criminal appeals in indictable offences in the province, whether the Crown is the Respondent or the Appellant. Conducts special prosecutions. The branch deals with the judiciary, Crown attorneys, the police and the public.

ATT GEN FINANCE & SERVICES BR

416-965-1291

ATT GEN, FINANCE & SERVICES BR, in addition to the usual financial management and accounting functions provides the ministry with administrative services. For descriptions of functions, see first entries under Administrative Services and Accounting.

ATT GEN LAND COMPENSATION BOARD

416-965-1012

ATT GEN, LAND COMPENSATION BOARD determines compensation for land taken through expropriation by a Statutory Authority or consent to arbitration under Ontario legislation, for damages for injurious affection to land caused by a Statutory Authority, for personal and business damages, and for disturbance damages. The Land Compensation Board provides information on arbitration proceedings for compensation and related matters.

ATT GEN LEGISLATIVE COUNSEL SERVICES

416-965-2841

ATT GEN, LEGISLATIVE COUNSEL SERVICES provides legislative advisory services to members of provincial parliament (MPP), government Ministers and Ministries. Drafts legislation (bills and regulations), prepares annual statute books and files and publishes regulations. For information on regulations, contact 965-2854.

ATT GEN NATIVE COURT WORKER PROGRAM

416-965-5184

ATT GEN, NATIVE COURT WORKER PROGRAM, Programs Admin Div, was initiated in 1972 by the Province of Ontario and the Federal government to meet the needs of native peoples who may be at a disadvantage when appearing before the courts. The Ontario Federation of Indian Friendship Centres is responsible for operating the program in 20 centres throughout the province.

ATT GEN OFFICIAL GUARDIAN

416-965-1865

ATT GEN, OFFICIAL GUARDIAN represents the civil rights of persons under a legal disability usually children under 18 years of age or the mentally incompetent, as well as

unborn and absentee persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of children in divorce cases.

ATT GEN ONTARIO LAW REFORM COMMISSION

416-965-4761

ATT GEN, ONTARIO LAW REFORM COMMISSION inquires into any matters relating to law reform, the administration of justice, judicial and quasi-judicial procedures. The Ontario Law Reform Commission conducts legal research to carry out these functions.

ATT GEN ONTARIO MUNICIPAL BOARD

416-965-1912

ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, official plans and any appeal as provided under the Planning Act and under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

ATT GEN PERSONNEL MANAGEMENT BR

416-965-2552

ATT GEN, PERSONNEL MANAGEMENT BR performs the personnel functions for the Ministry of the Attorney General. For a description of branch activities, see first entry under Personnel.

ATT GEN PLANNING AND EVALUATION BR

416-965-6618

ATT GEN, PLANNING AND EVALUATION BR provides assistance and advice to the ministry to develop and implement improved management systems and planning processes in the various programs and activities.

ATT GEN POLICY DEVELOPMENT DIV

416-965-6271

ATT GEN, POLICY DEVELOPMENT DIV duties include: research into and analysis of all aspects of the administration of justice in Ontario, continual review of the statutes administered by the ministry, developing its legislative program, and advising the Attorney General and his Deputy on the progress of bills during legislation. Operates the ministry library which serves the Crown Law Office and field offices.

ATT GEN PROFESSIONAL ORGANIZATIONS PROJECT

416-965-2740

ATT GEN, PROFESSIONAL ORGANIZATIONS PROJECT was formed in 1976 to study the administration of statutes dealing with certain professional and self-governing organizations in order to suggest legislation setting the legal framework within which these professions are to operate. The particular statutes being reviewed are Architects Act, Law Society Act, Notaries Act (notaries public), Professional Engineers Act and Public Accountancy Act.

ATT GEN PROVINCIAL COURTS CRIMINAL DIV

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, presided over by judges appointed by the Ontario government, deal with approximately 90% of all criminal cases under the Criminal Code of Canada, all offences under the Statutes of Ontario and of Canada and all

offences arising from infraction of local by-laws of municipalities and their boards. A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the High Court of Justice may elect to be tried before a County or District Court Judge sitting either alone or with a jury. Contact local County or District Court.

ATT GEN PROVINCIAL COURTS CRIMINAL DIV METRO

416-965-7523

ATT GEN, PROVINCIAL COURTS CRIMINAL DIV, METRO–Toronto deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Courts offices (965-7534 if paid in person; 965-7515 if paid by mail). Summons Issuance (965-2177) issues summonses for minor criminal and liquor law violations. For inquiries re: payment of fines following conviction and driver's licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the court's branches or to the Bail Office (965-7522). Civil marriages are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

ATT GEN PROVINCIAL COURTS FAMILY DIV

416-924-0631

ATT GEN, PROVINCIAL COURTS FAMILY DIV deal with Domestic Law (financial support orders for deserted wives & children, paternity suits & support of illegitimate children); Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (Juveniles, between 7 and 16 yrs); and a few criminal offences in a family context. For Chief Judge's office phone 457-5170. There is a court in each county. In the Judicial District of York the courts are: main branch, 924-0631; Scarborough, 755-9209; Etobicoke, 236-2553; North York, 226-5031 and Newmarket, 895-8661. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by juveniles may prefer a private complaint.

ATT GEN PUBLIC TRUSTEE

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Powers of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

ATT GEN REFEREE OF THE SMALL CLAIMS COURTS

416-965-5591

ATT GEN, REFEREE of the SMALL CLAIMS COURTS of the Judicial District of York assists people with counselling on debt problems, particularly with summonses and garnishments before and after judgment. Public must telephone for appointment and bring complete information regarding income, expenses, debts and creditors. The Small Claims Court Referee's mailing address is: 425 University Ave., Rm. 201, Toronto M5G 1T6. This office

also acts as Small Claims Referee in the Judicial District of Durham. Appointments (for evening interviews only) should be made with the Clerk of the First Small Claims Court, 501 Brock St. South, Whitby L1N 4K8, tel. 416-668-3624.

ATT GEN SMALL CLAIMS COURTS

ATT GEN, SMALL CLAIMS COURTS, the lowest level of trial courts in Ontario, have jurisdiction to adjudicate civil disputes where the amount claimed does not exceed $1000. There are 129 small claims courts in Ontario; for location or phone numbers call Courts Administration Program, 965-7945 or consult government listing in local telephone directory.

ATT GEN SUPREME COURT OF ONTARIO

416-965-5545

ATT GEN, SUPREME COURT OF ONTARIO, the highest civil court in the province, consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of Appeal, which hears only appeals and is the highest court in the province. With certain exceptions, parties before the High Court may demand a trial by judge and jury. The Family Law Division of the High Court (965-7418) handles trials of divorce actions and motions relating to disputes between husband and wife or parents and children, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of Appeal sit in Toronto.

ATT GEN SUPREME COURT OF ONTARIO REGISTRAR'S

416-965-5545

ATT GEN, SUPREME COURT OF ONTARIO REGISTRAR'S Office, Judicial District of York handles inquiries regarding civil litigation commenced in this district, including divorce actions as to state of action (965-5582) and bankruptcy (965-5573). Provides certified copies of court documents, e.g. final divorce decree (965-5563). For listing of cases for trial contact 965-7418 for divorce and 965-7415 for cases other than divorce. Outside this Judicial District contact county or district Supreme Court Registrar. Questions about legal rights and advice should be referred to a lawyer.

ATT GEN SURROGATE COURT

416-965-7314

ATT GEN, SURROGATE COURT probates wills of persons who die testate (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Processes applications for the custody of children. The Surrogate Court also handles contested claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

ATT GEN SYSTEMS DEVELOPMENT BR

416-965-5184

ATT GEN, SYSTEMS DEVELOPMENT BR, Programs and Administrative Division provides the Ministry with a resource of personnel skilled in various management techniques. Provides analysis and design of systems, applying some of these to computer operations, to realize adequate and less costly administration of justice.

ATTORNEY GENERAL

Attorney General, Ministry of, see ATT GEN Branch Name.

AUCTIONEERS

Auctioneer's (livestock) licence, see Ag & Food Livestock Br.

AUDIT

Audit Branch in each ministry is responsible for its audit functions which include review and appraisal of ministry accounting, financial and operational controls.

416-965-3241

AG & FOOD, AUDIT SERVICES BR is responsible for the Ministry's **audit** function. For a description of the function see first entry under Audit. Also assists management by reviewing specific areas of concern and making recommendations for improvement.

416-965-4223

ATT GEN, AUDIT SERVICES BR is responsible for the Ministry's **audit** functions. For a description of activities see the first entry under Audit. The branch also administers the Defaulted Fines Control Centre (driver's licence suspension system). Contact 965-3711, 965-9012 or 965-0296.

416-963-0435

CCR, INTERNAL AUDIT is responsible for the ministry's **audit** function. For a description of the function see first entry under Audit.

416-965-3236

COLL UNIV, INTERNAL AUDIT SERVICES BR is responsible for the ministry's **audit** function. For a description of function see the first entry under Audit.

416-965-5214

COMM SOC, AUDIT SERVICES BR is responsible for the ministry's **audit** function. For a description of the function, see first entry under Audit.

416-750-3372

CORR SERV, INTERNAL AUDIT BR is responsible for the ministry's **audit** function. For a description of the function, see first entry under Audit.

416-965-9941

CULT & REC, INTERNAL AUDIT is responsible for the ministry's **audit** function. For a description of functions see first entry under Audit.

416-965-6978

ENV, INTERNAL AUDIT BR is responsible for the ministry's **audit** function. For a description of the function see the first entry under Audit.

416-965-4805

GOVT SERV, AUDIT BR is responsible for the ministry's **audit** function. For a description of the function see first entry under Audit.

416-965-4338

HEALTH, AUDIT BR is responsible for the ministry's **audit** function. For a description of the function, see first entry under Audit.

416-965-9898
HOUSING, AUDIT OPERATIONS BR is responsible for the ministry's **audit** function. For a description of the function see first entry under Audit.

416-965-4510
IND TOUR, OPERATIONAL REVIEW BR is responsible for the ministry's **audit** function. For a description of the function, see the first entry under audit. In addition, the branch is responsible for operational reviews of the Ministry's world-wide programs carried out through its offices abroad. These reviews evaluate effectiveness of these programs and provide vital input to Ministry decisions.

416-965-4137
LABOUR, AUDIT SERVICES is responsible for the ministry's **audit** function. For a description of the function see first entry under Audit.

416-965-4087
NAT RES, INTERNAL AUDIT BR is responsible for the ministry's **audit** function. For a description of the function, see first entry under Audit.

416-965-1381
OFFICE OF THE PROVINCIAL AUDITOR carries out the statutory requirements imposed under the **Audit** Act and other statutes of the province. The Provincial Auditor manages the **audit** of the Consolidated Revenue Fund as well as that of ministerial and quasi-judicial agencies.

416-965-5275
REVENUE, AUDIT SERVICES BR is responsible for the Ministry's **audit** function. For a description of the function, see the first entry under Audit.

416-965-5020
SOL GEN, INTERNAL AUDITOR is responsible for the Ministry's internal **audit** function. For a description of activities, see first entry under Audit.

416-965-5123
TE & IA, INTERNAL AUDIT SERVICES BR provides an internal **audit** capacity within the ministry to reinforce post-audit requirements and promote safekeeping of public funds and property entrusted to the ministry. For a description of functions, see first entry under Audit.

416-248-3366
TR & COMM, INTERNAL AUDIT BR performs the **audit** functions for this Ministry and the Ministry of Northern Affairs as described in the first entry under Audit. In addition the branch analyzes Ministry claims negotiations and advises on settlements. The Branch audits Ministry electronic data processing systems, design drawings and tender documents prior to awarding of contracts, payment records on Ministry, and Ministry-subsidized contracts. Also audits contractors and suppliers records, and municipal records to ensure that subsidies are spent as approved.

AUTOMOBILE

Automobile, see Vehicles

AUTOPSIES

416-965-6678

SOL GEN, CHIEF CORONER'S OFFICE. Coroners investigate sudden and violent deaths; warn the public re prevention of similar deaths; order **autopsies** for medical legal reasons; conduct inquests; sign certificates for cremation and for shipment of bodies out of Ontario; complete medical certificates of death in coroners' cases. The Office administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Adults may give consent by signing donor section of driver's licence or donor card available from Coroner's Office, orally during last illness in presence of at least two witnesses, or in writing. The Office inspects Schools of Anatomy in Ontario and supplies them with donated or unclaimed bodies. Contact Regional Coroner (York Region: 965-6678).

416-965-1554

SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of deaths in unusual circumstances and in unveiling concealed homicides through **autopsies** and biological and other techniques of forensic science. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and investigations of sudden deaths.

AVIATION

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways, for the purchase of capital assets and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transportation services (248-3785). Develops planning policies for provincial highways system and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for **aviation** assistance; plans for development of local airport systems and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities and is involved in public participation programs of ministry projects (248-3931).

AVIATION FUEL

Aviation Fuel, see Revenue Gasoline Tax Br

AWARDS

Awards, see Ontario Medal. For financial assistance to students, see Student Awards.

BAIL

416-965-7338

ATT GEN, CROWN ATTORNEYS' OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office

activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding **bail** monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-7523

ATT GEN, PROVINCIAL COURTS CRIMINAL DIV, METRO Toronto deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Courts offices (965-7534 if paid in person; 965-7515 if paid by mail). Summons Issuance (965-2177) issues summonses for minor criminal and liquor law violations. For inquiries re: payment of fines following conviction and driver's licence suspension for non-payment of fines, call 965-7537. Questions on **bail** procedures to release a person from custody should be made to the Justice of the Peace of any of the court's branches or to the **Bail** Office (965-7522). Civil marriages are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

BAILIFFS

416-965-2816

ATT GEN, COURTS ADMINISTRATION PROGRAM manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, Small Claims, Surrogate Court and Supreme Court of Ontario offices, including direction to sheriffs, **bailiffs,** court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the peace, notaries public and commissioners of oaths or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

416-965-7338

ATT GEN, CROWN ATTORNEYS' OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against **bailiffs.** Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, **bailiffs,** consumer credit reporting

agencies, collection agencies, pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-0321

CCR, CONSUMER SERVICES BUREAU answers consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private **bailiffs**), Business Practices, Collection Agencies, Consumer Protection Bureau, Consumer Reporting, (credit reporting and personal investigation agencies), Mortgage Brokers, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of paperbacks & periodicals), Pyramidic Sales (pyramidic schemes), Real Estate & Business Brokers, Travel Industry (travel agents & wholesalers). The Business Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the consumer with redress procedures.

416-963-0366

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers registers and investigates complaints about private **bailiffs,** collection agencies, consumer reporting agencies (credit and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for pyramidic schemes under the Pyramidic Sales Act. Recommends appointments under the **Bailiffs** Act.

BANKING

Savings Bank, see Revenue Prov. of Ontario Savings Office.

416-965-5273

TE & IA, FINANCIAL INFORMATION & ACCOUNTING POLICY BR manages Ontario's requirements in overall government accounting, control & consolidated public and internal financial reporting. Specifically, it: maintains records of all Consolidated Revenue Fund transactions; prepares reports for use by the Treasurer before the Legislature, the public and the financial community, e.g. Public Accounts, prospectuses of debentures; operates Central Financial Information Systems by analyzing & consolidating data on revenues, expenditures, budgets, forecasts & statistics; provides all ministries/agencies with direction on financial transactions to ensure quality and comprehension of accounting & financial management policies; coordinates interministry effort on 'in-house' systems to ensure compatibility with Central Financial Information systems; provides expertise on all accounting and financial matters as referred by Management Board and all ministries/agencies; provides liaison with **banking** community.

BANKRUPTCY

Bankruptcy, for Bankruptcy Court, see Att Gen Supreme Court of Ontario Registrar's.

BASINS

416-965-6954

ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river **basins** water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Also answers inquiries on mercury levels in fish. Contact regional office.

BEACH

416-965-1824

NAT RES, MINING AND LANDS COMMISSIONER exercises administrative and judicial duties under The Mining Act, The Mining Tax Act 1972 and The **Beach** Protection Act and such duties of the Minister of Natural Resources as are assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture and dispute and appeal hearings. Contact Queen's Park or regional offices.

BEEF

Beef, see Ag & Food Livestock Br, also Ag & Food Veterinary Serv Br Meat Inspection Section.

BEER

Beer, see Liquor.

BEES

Bees (honey production), see Ag & Food Farm Products Inspection Br.

BELL CANADA

TR & COMM, COMMUNICATIONS OPERATIONS BR carries out representations and interventions re telecommunications services before the Canadian Radio-Television and Telecommunications Commission (CRTC) on common carrier, cable and broadcast applications; involves provincial comment on **Bell Canada** and CN/CP rate applications. Regulatory Operations Office (248-3736) investigates customers' complaints regarding their service. Telecommunications Systems Engineering Office (248-3567) provides related assistance to Communications Division; assists independent telephone industry in modernization plans; consults and advises the Ontario Telephone Service Commission on technical matters.

BICYCLES

Bicycles, see Tr & Comm Public & Safety Information Br

BILINGUAL

Bilingual, see also Bilingualism

416-965-4162

CIV SERV, FRENCH LANGUAGE SERVICES GROUP offers French language training courses to provincial and municipal employees. Assists ministries in recruitment of **bilingual** staff. Administers Ontario-Quebec Summer Student Job Exchange program and civil servants exchanges.

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance (student awards) as loans, grants or bursaries to Ontario students studying at colleges and universities. Administers four plans based on financial need under the Ontario Student Assistance Program: Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan and Ontario Special Bursary. The branch also awards fellowships or scholarships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships; and has programs for students and teachers for **bilingual** study: fellowships for studying French, Teacher's Summer Language Bursary, and Summer Language Bursary program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

BILINGUALISM

Bilingualism, see also Bilingual

416-965-3865

OFFICE OF THE COORDINATOR ON BILINGUALISM coordinates the implementation of the Government's **bilingualism** policy (provision of French language services to the public). Provides related information and advice to other Ontario Government ministries, the media and the public.

416-965-3514

TE & IA, MUNICIPAL ADMINISTRATION BR encourages and assists Ontario municipalities in developing sound administrative and management practices and in improving the internal organization and processes by which they discharge their statutory responsibilities. Coordinates Local Government Management Program (LGMP). Provides advice on metrication in municipalities. Offers financial assistance for municipal **bilingualism** programs.

BILLBOARDS

Billboards by Highways, see TR & COMM Operations Regional Operations

BILLS

416-965-2841

ATT GEN, LEGISLATIVE COUNSEL SERVICES provides legislative advisory services to members of provincial parliament (MPP), government Ministers and Ministries. Drafts legislation (**bills** and regulations), prepares annual statute books and files and publishes regulations. For information on regulations, contact 965-2854.

416-965-6271

ATT GEN, POLICY DEVELOPMENT DIV duties include: research into and analysis of all aspects of the administration of justice in Ontario, continual review of the statutes administered by the ministry, developing its legislative program, and advising the Attorney General and his Deputy on the progress of **bills** during legislation. Operates the ministry library which serves the Crown Law Office and field offices.

416-965-2069

GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms and purchases printing services from the private sector as required by ministries and agencies. Handles contracting for all legislative printing including the Ontario Gazette and provides subscriptions to Hansard, **Bills,** Votes and Proceedings and Order Papers (965-2238). Publishes the Ontario Government Telephone Directory (965-3004). Duplicating Service (965-2211) provides an in-plant facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through the Publications Centre (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for cataloguing, inventory control and distribution of Ontario Government publications to the public, other ministries and agencies and to libraries through a province-wide library depository system.

416-965-1406

LEGISLATIVE ASSEMBLY, CLERK'S OFFICE. The Clerk is the principal Officer of the Legislative Assembly and is responsible for procedure and the daily publication of the Order Paper and Votes and Proceedings, the official record of the activities of the Legislature. The Clerk's Office will answer questions about the status of legislation before the Legislature, rules pertaining to Private **Bills** and select and standing committees. Also provides certified copies of **bills.**

BINGOS

416-963-0272

CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include **bingos,** raffles and games of chance operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

BIRDS

Birds, see Ornithology, also Waterfowl, Wildlife.

BIRTH CONTROL

Birth Control, see Family Planning.

BIRTHS

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario **births,** deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to **births,** deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of $3.00 each. For correction of errors in registrations, contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of **births** or deaths.

BLIND

416-965-5184

ATT GEN, BLIND PERSONS RIGHTS ACT of 1976 provides that **blind** persons shall not be denied accommodation, occupancy, services or facilities, or discriminated against because he or she keeps or is accompanied by a guide dog. An identification card is issued upon written application as prima facie proof that the blind person and his or her dog are entitled to the provisions of this Act.

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides financial assistance for mothers raising children alone, the disabled, the **blind,** permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the **blind** is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to $150 monthly. Contact District Office.

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the **blind** and disabled), Family Benefits (financial allowances for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-2663

EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional students outside the normal school structure in schools for the **blind** and deaf, in developmental centres schools for the retarded, developmentally handicapped and emotionally disturbed, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the deaf. School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT, administered by the Drugs & Therapeutics Br, provides prescribed drugs free to senior citizens (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months & are Canadian citizens or landed immigrants; to recipients of Family Benefits (FBA), General Welfare (GWA) and vocational rehabilitation assistance, Homes for Special Care & Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles

eligible patients to drug benefit. Federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms available at most pharmacies or write: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the **blind** & disabled), GWA & other recipients are issued monthly cards. Drugs must be listed in the Drug Benefit Formulary (for quality & cost control), prescribed by a doctor or a dentist & obtained in Ontario.

BLOOD DONOR CLINICS

416-965-6489

CIV SERV, ADMIN SERVICES BR, COMMUNITY Liaison Section assists local community funds such as the United Way, the Canadian Cancer Society, etc. by organizing the voluntary contributions of Ontario government employees. Establishes **blood donor clinics** for Ontario Government employees in the Toronto area.

BOARD OF EDUCATION

Board of Education, see School Boards

BOATING

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to municipalities for sewage and water works, and for the collection of derelict motor vehicles. Deals with regulations and standards for pollution control relating to septic tanks, derelict motor vehicles, litter, pop bottles, waste disposal sites, sewage sludge (especially in the Great Lakes), **boating** and ice huts. Also deals with the provision of safe drinking water. Contact regional office.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marinas, **boating,** ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, hatcheries and sanctuaries, lamprey identification, mercury levels, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The branch conducts biological and environmental research and provides information on scientific fish management (Maple, 832-2761). Can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams

as well as depth charts, shorelines, access and fishing maps. Provides liaison with the Federal government on **boating** restriction regulations and Small Craft Harbours and answers related inquiries (965-7887). Contact district offices.

BODIES

416-965-6678

SOL GEN, CHIEF CORONER'S OFFICE. Coroners investigate sudden and violent deaths; warn the public re prevention of similar deaths; order autopsies for medical legal reasons; conduct inquests; sign certificates for cremation and for shipment of **bodies** out of Ontario; complete medical certificates of death in coroners' cases. The Office administers the Human Tissue Gift Act (re: donation of **bodies** or parts of bodies for therapeutic purposes, medical education or scientific research). Adults may give consent by signing donor section of driver's licence or donor card available from Coroner's Office, orally during last illness in presence of at least two witnesses, or in writing. The Office inspects Schools of Anatomy in Ontario and supplies them with donated or unclaimed **bodies.** Contact Regional Coroner (York Region: 965-6678).

BOILERS

416-965-4121

CCR, PRESSURE VESSELS BR strives to minimize the risk of loss of life and property arising from the operation of **boilers** and pressure vessels. Reviews designs and welding procedures. Inspects workshops during fabrication and installation. Also qualifies and issues licences to welders. Inspects uninsured vessels periodically, and all vessels before and after major repairs. Investigates accidents. Contact Queen's Park or regional offices.

BONDS

Bonds, see also Securities. Bonding of Itinerant Sellers, see CCR Central Registration Br.

416-963-0389

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status and registration of corporation securities such as mortgages, **bonds,** debentures (963-0390). Can provide copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-963-0373

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by corporations, and registration of corporate **bonds,** debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

BOOK PUBLISHING

Book Publishing, see Publishing

BOOKSTORE

Bookstore, see Ontario Government Bookstore

BOTANY

Botany, see also Nat Res Forest Resources Br, also Nat Res Ontario Forest Research Centre.

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses on horticulture and **botany,** design with plant material, to credit courses at universities. The RBG also offers the public extensive horticultural information on ornamental, native and poisonous plants, edible and poisonous mushrooms, and information on ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Canadiana collections (978-6738) at 14 Queen's Park Crescent West and the McLaughlin Planetarium (978-8558), is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts, archaeology and the sciences (e.g. **botany,** geology, entomology, ornithology). The departments identify objects and specimens related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Write or call for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, Senior Citizens Club, and Saturday Morning Club for children and has a library of films. The ROM is located at 100 Queen's Park Cres. in Toronto.

BOUNDARY LINES

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch telephone number changes to 963-0436 Fall, 1978. The program provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of **boundary lines** which have been lost or obliterated. Provides financial assistance under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

BOXING

416-965-4173

CULT & REC, OFFICE OF ATHLETICS COMMISSIONER regulates professional **boxing** and wrestling and amateur sports in Ontario. Licenses professional boxers and wrestlers.

BREATHALYZERS

416-965-2561

SOL GEN, CENTRE OF FORENSIC SCIENCES prepares legally admissable evidence for law enforcement officers, attorneys, coroners, etc. by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of **breathalyzers** and the training of operators (965-9507). Provides educational programs and materials for persons and agencies using forensic science services.

BRIDGES

416-248-3611

TR & COMM, ENGINEERING CLAIMS OFFICE assesses claims for additional costs submitted by contractors awarded ministry engineering contracts including all phases of highways construction and maintenance, construction of **bridges** and tunnels and associated work.

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, **bridges** and subways, for the purchase of capital assets and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transportation services (248-3785). Develops planning policies for provincial highways system and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airport systems and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities and is involved in public participation programs of ministry projects (248-3931).

416-248-3492

TR & COMM, STRUCTURAL OFFICE, Highway Engineering Div designs **bridges** and retaining walls on highways and prepares plans and contract documents for their construction. Reviews proposed designs of municipal **bridges** and culverts and inspects them to determine safe loads, maintenance needs and structure life. Recommends enactment of municipal load limit bylaws. Generates and maintains structural standards, structural manuals and handbooks and design aids.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Transit Systems Program conducts research in: Wheel-Rail Technology (e.g. study & simulation of stability and curving of rail vehicles, noise generated by wheel-rail interaction); Transit Infrastructure (e.g. elevated guideway design for light rail transit, simulation studies of vehicle & guideway interactions, establishment of Ont. highway **bridges** design codes); Electrical Motor Performance with respect to vehicle propulsion and performance studies of battery-powered electric vehicles; Other Transit Systems Applications, e.g. car pooling, dial-a-bus, transit demand modelling, bus applications & operations, computer modelling of various operating strategies; Transit Systems Reliability to aid in planning of maintenance facilities & spares provision and to develop reliability models for different transit systems.

BROADCASTING

Broadcasting, see also Television.

416-248-3731

TR & COMM, COMMUNICATIONS POLICY BR develops Ontario government policy in communications field. Activities include: development of **broadcasting,** cable and common carrier policy (248-3711); intergovernmental liaison with other provincial and federal agencies (248-3731); maintaining liaison with cable, broadcast and common carrier industries; undertaking research and analytical studies related to telecommunications

services and systems. Has data bank of information on population served by **broadcasting** and cable firms and on television viewing habits (248-3961).

BROKERS

Brokers, see also CCR Commercial Registration Appeal Tribunal.

416-963-0441

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of any business registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business **Brokers,** Travel Industry and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such a business establishment is registered. For registration call 963-0446; for renewals 963-0444, and for revisions 963-0448.

416-963-0471

CCR, FINANCIAL INSTITUTIONS DIV issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes, and on deposits and mortgages with loan and trust companies. Licenses insurance agents, **brokers,** salesmen, adjusters and investigates complaints. Deposits in credit unions and caisses populaires are insured with the Ontario Share & Deposit Insurance Corporation (OSDIC) (759-9778).

416-963-0223

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (963-0259). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (963-0239). Investigates complaints about **brokers** and salesmen and about actions by companies affecting the value of securities (963-0242). Handles registration of securities dealers, salesmen, underwriters and advisers (963-0228). Also registers Venture Investment Corporations under the Venture Investment Corporations Act to provide incentives to investment companies which financially assist small business (963-0259).

416-963-0401

CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of real estate and business **brokers** and salesmen. Before foreign land can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

BRUCELLOSIS

Brucellosis, see Ag & Food Veterinary Services Br Regulatory & Communicable Diseases Section, also Health Community Health Protection Br Veterinary.

BUDGET

Budget, see also TE & IA Financial Information & Accounting Policy Br.

416-965-3707

NORAFFAIRS, MINISTRY OF NORTHERN AFFAIRS (B). This ministry was established to coordinate Gov't. of Ontario services in Northern Ontario, to promote projects & programs in that area and to give people of the North a greater say in government. Ministry responsibilities include: The Regional Priority **Budget** in Northern Ontario administered by the Program Planning Br, Isolated Communities Assistance Fund for unorganized territories administered by the Regional Offices, community and regional development including townsite and community planning and infrastructure, airport construction and telecommunications in the remote North, transportation services such as norOntair & Ontario Northland Railway (Ontario Northland Transportation Commission), resource access roads (Northern Ontario Resource Transportation Committee), and Community Service Offices throughout the North. See also Noraffairs Community Service Offices, & Noraffairs Ministry of Northern Affairs (A).

416-965-7081

TE & IA, ECONOMIC DEVELOPMENT BR functions include: development and recommendation of economic development policies concerning the broad strategies for the five planning regions in Ontario; analysis of specific economic development proposals and issues with significant regional impact and the development of appropriate policy options; analysis of sectors with major economic and regional development significance; coordination of negotiations with the Department of Regional Economic Expansion on behalf of the Province; project development, analysis and monitoring for the Regional Priority **Budget** in Southern Ontario.

416-965-3505

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grants structure, including deconditionalizing of various specific grants. Develops **budget** options for assistance to municipalities and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for and administers all unconditional grants, valued at over $450 million in 1978. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

416-965-1671

TE & IA, MUNICIPAL FINANCE BR analyzes and evaluates the financial performance of Ontario's local governments; develops **budget** options for local sector finance; publishes annual report on Ontario local government finance; maintains: a municipal finance data system, a mill rate summary, and a register of provincial grants to local sectors; develops and implements a system of real property taxation in Ontario; studies and proposes amendments to legislation concerning municipal finance; administers the transitional and special transfer payments made under the Unconditional Grants Act; administers loans programs (965-2451) of the Ontario Municipal Improvement Corporation (OMIC), Ontario Education Capital Aid Corporation (OECAC) and Ontario Universities Capital Aid Corporation (OUCAC).

416-965-5058

TE & IA, TAXATION AND FISCAL POLICY BR coordinates preparation of provincial **budget** and Ontario Finances (progress report on **budget** performance). Researches and develops tax and fiscal policy alternatives for government.

BUILDERS

416-922-3005

CCR, HUDAC NEW HOME WARRANTY PROGRAM. The Ontario New Home Warranties Plan Act which came into effect Dec. 31, 1976, requires registration of all **builders** of new homes including condominiums and mobile homes with the Housing & Urban Development Ass'n. of Canada (HUDAC) New Home Warranty Program, a non-profit corporation. The self-financing program provides a warranty that new and previously unoccupied homes sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from buyers of new homes, condominiums and mobile homes. Both **builders** and buyers can appeal Corporation decisions with the Commercial Registration Appeal Tribunal.

416-965-9838

HOUSING, LAND MARKETING & SURVEYS BR, AHOP-HOME. Ontario's Home Ownership Made Easy (HOME) plan is now part of a joint federal-provincial program. Provincial grants (of up to $750 in the first year) may be given to purchasers of Assisted Home Ownership Program (AHOP) qualified units if the purchasers have taken maximum AHOP assistance and are still spending more than 30% of their income on mortgage and municipal tax payments. Provincial assistance is only available on new houses for which **builders** had received Central Mortgage & Housing Corporation (CMHC) qualification for AHOP-HOME prior to May 1, 1978. Administration of AHOP-HOME is handled by CMHC (federal) whose Toronto Regional Office is at 781-2451. Other areas contact local CMHC office.

416-965-9819

HOUSING, LAND MARKETING & SURVEYS BR, Land Marketing Program. Land developed by the Ministry (or through federal-provincial partnerships) will be sold to **builders** for cash. Whenever possible 'no frill' modest housing will be constructed and sold by **builders** who will be required to arrange their own financing through private lending institutions.

416-965-9135

HOUSING, ONTARIO MORTGAGE CORPORATION provides mortgage financing to **builders** for construction of new housing under the Ministry's programs. Interest rates are below market rates on new housing. Low to middle income buyers who meet government criteria assume mortgages when purchasing their homes.

BUILDING CODE

416-965-5881

CCR, BUILDING CODE BR is developing a fire code and administers a **building code** for Ontario to minimize building, health and fire hazards. Advises municipalities on matters pertaining to building by-laws, which are a local, not provincial, responsibility. Is responsible for the Ontario Plumbing Code which is at present Reg. 647 of the Ontario Water Resources Act.

BURIALS

416-963-0511

CCR, CEMETERIES BR administers the Cemeteries Act which regulates the operations of commercial and non-profit cemeteries, burial grounds, church yards, mausolea, crematoria and columbaria. The branch also answers inquiries and investigates complaints about cemeteries and **burials.** Contact Queen's Park or regional offices. For inquiries about funeral directors and embalmers, call the registrar of the Board of Funeral Services, First Floor, 25 Grosvenor St., Toronto, 921-5164.

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs administered by municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care or prescribed drugs, prosthetics, dental & optical needs and for **burials.** Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

BURSARIES

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance (student awards) as loans, grants or **bursaries** to Ontario students studying at colleges and universities. Administers four plans based on financial need under the Ontario Student Assistance Program: Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan and Ontario Special Bursary. The branch also awards fellowships or scholarships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships; and has programs for students and teachers for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, and Summer Language Bursary program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-965-2624

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of certificates to elementary and secondary school teachers (965-2600), evaluation of teaching qualifications (965-6126), evaluation of foreign educational documents of landed immigrants for employment or study at the elementary and secondary school levels (965-1356), admission of teachers to Ministry summer courses (965-4487), secondary school diplomas and scholarships (965-7291), secondary school **bursaries** (965-2236), transcripts of student records (965-7291), transcripts of training courses for teachers (965-2600), and inspection of private schools (965-6802). The Branch also provides coordination, research and evaluation of management information gathered from school boards, schools, teachers and students (965-

6802). Compiles, analyzes and disseminates statistics relating to all aspects of education (965-2660).

416-965-5887

HEALTH, STRATEGIC PLANNING & RESEARCH BR provides health research grants for the following purposes: to support applied and developmental health research mainly based at Health Sciences Complexes, including hospitals (principal areas that qualify are operational, epidemiological and developmental research projects involving training or service, as well as acupuncture research); to support innovations in the organization and delivery of health service including the evaluation of health care; and to attract individuals to priority health training programs. Also provides **bursaries** for post graduate studies in health related areas as approved by specific consultants in Consulting Services Br. Recognized health & research development organizations in Ontario may apply for the Provincial Lottery grants for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

BUS

416-630-2635

TORONTO AREA TRANSIT OPERATING AUTHORITY (TATOA) was created to design, establish and operate an inter-regional transit system serving Metro Toronto and the regional municipalities of Peel, Durham, Halton, Hamilton-Wentworth and York. Manages GO Transit, a commuter railway service operated by Canadian National Railways, and a commuter **bus** service operated by Gray Coach Lines and Trailways of Canada. For information on timetables and fares phone local GO Transit number (in Toronto, 630-3933). TATOA reports to the Legislature through the Minister of Transportation & Communications.

416-248-7154

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices located throughout Ontario, provides driver examination, vehicle inspection and highway carrier enforcement programs. Driver examination program tests for classified drivers of motor vehicles including motorcycles, driver education instructors and issues driver's licence. Vehicle inspection involves commercial motor vehicles, auditing of school **bus** inspections, safety standard certificates, and the operation of portable and permanent inspection lanes. Highway carrier officers inspect commercial motor vehicles for compliance with the law on oversize and overweight vehicles. Oversize/overweight permits are issued in districts on an annual, project and special trip basis. Contact district office; in Metro Toronto call Central Region, 248-7163; for inspection lanes, 248-3409.

416-248-7146

TR & COMM, HIGHWAY CARRIER LICENSING SECTION, Licensing & Control Branch issues licences to public vehicles (PV), e.g. **bus** and charter operations and to public commercial vehicles (PCV), e.g. trucks, truck tractors and freight forwarders operating in Ontario beyond the urban municipality. Applications for cartage licences within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.

416-248-3771
TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Transit Systems Program conducts research in: Wheel-Rail Technology (e.g. study & simulation of stability and curving of rail vehicles, noise generated by wheel-rail interaction); Transit Infrastructure (e.g. elevated guideway design for light rail transit, simulation studies of vehicle & guideway interactions, establishment of Ont. highway bridges design codes); Electrical Motor Performance with respect to vehicle propulsion and performance studies of battery-powered electric vehicles; Other Transit Systems Applications, e.g. car pooling, dial-a-bus, transit demand modelling, **bus** applications & operations, computer modelling of various operating strategies; Transit Systems Reliability to aid in planning of maintenance facilities & spares provision and to develop reliability models for different transit systems.

416-965-7168
TR & COMM, VEHICLE LICENSING & CONTROL OFFICE, Licensing & Control Branch registers and issues licences for all motor vehicles, trailers and snow vehicles (e.g. snowmobiles). Licenses premises used for repairing motor vehicles (e.g. garages); licenses all for-hire truck operations under the Public Commercial Vehicles (PCV) Act and all **bus** and charter operations under the Public Vehicles (PV) Act (see Tr & Comm Highway Carrier Licensing Section). Although management and control of program is administered at Queen's Park, licensing is available throughout Ontario through agents at 300 locations. For questions on how to get licences for vehicles and garages contact local agent or Agents Issuing Section 965-1226, Queen's Park Licensing 965-2206, or Downsview Motor Vehicles Licensing 248-7171, Highway Carrier Licensing (PCV & PV) 248-7146. For information on ownership of vehicles see TR & COMM Vehicle Records & Information.

BUSINESS

Business, see also Corporations, Industry

416-963-0441
CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of any **business** registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and **Business** Brokers, Travel Industry and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such a **business** establishment is registered. For registration call 963-0446; for renewals 963-0444, and for revisions 963-0448.

416-965-4728
CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair **business** practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-0387

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of **business** corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-963-0510

CCR, COMPANIES SERVICES BR PARTNERSHIPS REGISTRATION Section deals with registration of partnerships, limited partnerships and proprietorships. Registers corporations that carry on **business** in Ontario by a name or style other than its corporate name. Also registers dissolution or withdrawal of these businesses and conducts public searches of documents relating to all the above **business** ventures.

416-963-0373

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of **business** and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by corporations, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-963-0331

CCR, CONSUMER ADVISORY SERVICES BR operates Consumer Services Bureaux across Ontario (see CCR Consumer Services Bureau). The branch has officers who can speak to consumer and **business** groups on consumer protection laws under the Business Practices Division.

416-963-0321

CCR, CONSUMER SERVICES BUREAU answers consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair **business** practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private bailiffs), Business Practices, Collection Agencies, Consumer Protection Bureau, Consumer Reporting, (credit reporting and personal investigation agencies), Mortgage Brokers, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of paperbacks & periodicals), Pyramidic Sales (pyramidic schemes), Real Estate & Business Brokers, Travel Industry (travel agents & wholesalers). The **Business** Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the consumer with redress procedures.

416-963-0223

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (963-0259). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (963-0239). Investigates complaints about brokers and salesmen and about actions by companies affecting the value of securities (963-0242). Handles registration of securities dealers, salesmen, underwriters and advisers (963-0228). Also registers Venture Investment Corporations under the Venture Investment Corporations Act to provide incentives to investment companies which financially assist small **business** (963-0259).

416-963-0401

CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of real estate and **business** brokers and salesmen. Before foreign land can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING provides counselling services to those starting a small **business,** to inventors and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in metrication. Advises companies individually on their marketing and financial problems and **business** planning, and assists small companies that do not have traffic managers to determine the most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling assistance and through an energy management counselling program. For **business** counselling contact Queen's Park: 965-0410 (manufacturing programs), 965-5494 (marketing and financial programs) or regional offices (in Metro Toronto, 491-7680).

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, GRANTS provides financial assistance to small **business** for projects which use new technology to develop new or improved products or processes through the Ontario Program for the Advancement of Industrial Technology (OPAIT). Stimulates greater awareness of industrial design and improved product design in small secondary manufacturing industries through the Product Design & Development Program (PDDP). Assists companies with low productivity and encourages feasibility studies for secondary manufacturing industries through the Program to Enhance Productivity (PEP). Aids inventors or entrepreneurs to develop a prototype and to determine feasibility of manufacturing the product through the Program to Encourage Product & Process Innovation (PEPPI). The **Business** Improvement Area Program (BIA) encourages business associates and municipal authorities to improve downtown core areas. Contact Queen's Park: 965-0410 (manufacturing programs), 965-5494 (marketing and financial programs) or regional offices (in Metro Toronto, 491-7680).

416-965-4622

IND & TOUR, DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by providing: financial assistance through incentive and term loans and bank guarantees; sites, facilities and services in two industrial parks; technical, **business** and financial information and advice. Tourism operations, secondary manufacturing industries and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and technology, financing exports, purchasing and installing pollution control and energy conservation equipment. Contact corporation regional office.

416-965-7119

IND & TOUR, INDUSTRY & TRADE ANALYSIS BR Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the

Ontario **business** environment. Market Research Section (965-4347) collects and analyzes international trade and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the **business** community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request.

IND & TOUR, INDUSTRY & TRADE DEVELOPMENT, responsible for the ministry's international operations, is decentralized into three areas: NORTH AMERICA BR (965-1015), EUROPE BR (965-5715), SPECIAL AREAS BR (965-5288). Assists **business** and the manufacturing industry in developing trade leads and sales outlets. Investigates marketing problems; screens potential licensees or joint ventures partners; assists in capital projects abroad. Organizes trade, technology and **business** opportunity missions, international trade fairs. Counsels foreign companies seeking manufacturing investment opportunities in Ontario. North America Br has offices in New York, Chicago, Los Angeles. Europe Br covers all European countries with offices in Brussels, Frankfurt, London, Milan, Paris & Stockholm. Special Areas Br deals with remaining areas and has offices in Tokyo. This branch also assists architects, engineers, heavy equipment manufacturers in obtaining international capital projects.

416-965-5711

IND & TOUR, INDUSTRY SECTOR POLICY BR develops policy proposals for governmental consideration relating to the problems, needs and opportunities of industry on a sector basis. Develops analyses on a sector basis for the information of government officials and the **business** community. Provides Ontario comment to the federal Foreign Investment Review Agency (FIRA) and General Agreement on Tariffs and Trade (GATT) by the world's trading nations. Tourism Policy & Research Section (965-5725) develops and maintains a data base and related information service for the tourism sector and provides tourism research to support and direct ministry activities, e.g. the Interministerial Tourism & Recreation Planning Study.

416-965-4566

IND & TOUR, MANAGEMENT SERVICES BR provides the ministry with administrative services. See first entry under Administrative Services for a description of this function. Also provides the ministry with foreign language services (965-1587). Operates a library (965-3365) that has information on international trade, technology, tourism, small **business,** industry and related subjects. Permits access to its facilities for research purposes.

416-965-3405

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small **business.** See Ind & Tour Consultative Services Br entries for grants and counselling programs. The Selective Placement Section provides professional and skilled manpower counselling and in cooperation with Canada Employment & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to **Business** Schools at Ontario universities for employment of their students in providing consultant services to small **business** during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

416-922-5450

SOL GEN, RETAIL BUSINESS HOLIDAYS ACT came into force Jan. 1, 1976 to provide for common days of rest on which retailing is kept to a minimum and leisure time activity is encouraged. It requires Ontario retail **business** establishments to close each Sunday, New Year's Day, Good Friday, Victoria Day, Dominion Day, Labour Day, Thanksgiving Day, Christmas Day & Boxing Day. Certain **business** establishments are exempt. Some remain open: if they meet requirements as to floor space & number of people serving the public, depending on type of goods & services sold, on a Sunday if they are closed Saturday. A Municipal Council may exempt an establishment from closing where it is essential to the tourist industry in its jurisdiction. The law is enforced by the police. If faced with a legal problem or in order to get an authoritative interpretation of the law, refer to the Act or consult a lawyer. The Act is available from: Ontario Government Bookstore, 880 Bay St., Toronto (965-2054).

416-965-7078

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, **business,** households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturing, energy, call 965-7078; credit unions, registration of mortgages, health expenditure, call 965-3792; gross provincial product & economic accounts for Ontario, demographic and social statistics, estimates and projections, call 965-2217.

416-248-3634

TR & COMM, ECONOMIC POLICY OFFICE develops economic policies for the transportation sector. Assists small **business** with shipping problems. Divided into three sections: Modal Studies (248-3744); Forecasting and Market Studies (248-3756); and Transportation Pricing (248-3634).

BUSINESS DISTRICTS

Business Districts improvement, see Housing Community Renewal Br (B), also Ind & Tour Consultative Services Br Grants.

CABINET COMMITTEE ON CONFEDERATION

416-965-1020

CABINET COMMITTEE ON CONFEDERATION advises the government on: the relationship of Ontario to Confederation and on related federal-provincial and interprovincial relationships; how the public might acquire further understanding of the advantages of confederation; means of greater interaction between Ontarians and the people from the other provinces.

CABINET OFFICE

416-965-3581

CABINET OFFICE performs an administrative function for Cabinet meetings and Cabinet Committees. Functioning internally, the Office does not serve the public directly. Referrals for information on the structure of the Cabinet should be sent to Cabinet Office, Room 381, Legislative Bldg., Queen's Park, Toronto.

CABLE TELEVISION
Cable Television, see TR & COMM Communications Policy Br

CAISSES POPULAIRES
Caisses Populaires, see Credit Unions

CAMPGROUNDS
Campgrounds, see also Camps

416-965-5764

IND & TOUR, TOURISM MARKETING BR promotes tourism, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, exhibitions, attractions, facilities and tours. Provides up-to-date ski and road reports, **campgrounds** vacancy information and fall colour reports. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program and advertises Ontario to the consumer travel trade and conventions markets (965-9991).

416-965-2745

NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages **campgrounds,** trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general information on parks contact 965-3081 and for park vacancy reports during the summer months call 967-0427 8:00 a.m. to midnight. Also contact district offices.

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION, Morrisburg, Ontario operates and maintains parks, **campgrounds** and historic sites, from the Ontario-Quebec border to 30 miles west of Kingston on Highway 33. Historic sites are Old Fort Henry at Kingston and Upper Canada Village east of Morrisburg. Other facilities include a Wildfowl Sanctuary, an 18 hole golf course, a railroad museum, nature trails and Pioneer and Loyalist memorials. Winter recreation facilities include cross-country skiing, snowmobiling, tobogganing, snowshoeing. A maple sugar bush, skating and horse drawn sleigh rides operate at Upper Canada Village. A marina and riding stable are operated as concessions on Commission lands.

CAMPS
Camps, see also Campgrounds

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on recreation to advise those who provide professional preparation at colleges and universities; to train teachers within the school system and recreationists of municipalities; and to administer grants in aid of research. Professional upgrading is promoted through a new professional development model. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL) (965-7505). Special Interests Section (965-5665) serves those offering recreation service to specialized clientele such as children, youth, the handicapped,

senior citizens and women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit **camps.**

416-965-7678
HEALTH, COMMUNITY HEALTH PROTECTION BR, PUBLIC HEALTH Engineering Section collects and evaluates data on the analysis of drinking water and on the quality of the supply in recreational areas. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational **camps** and other facilities, housing and institutions. Licenses summer **camps.** Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

CANADA STUDENT LOAN

Canada Student Loan, see Coll Univ Student Awards Br.

CANADIAN LEARNING MATERIALS FUND

Canadian Learning Materials Fund, see Educ Curriculum Br

CANADIANA

Canadiana, see Royal Ontario Museum.

CANCER

416-423-4240
HEALTH, ONTARIO CANCER TREATMENT AND RESEARCH FOUNDATION conducts regional treatment centres where treatment of **cancer** by radiotherapy and chemotherapy is given to patients referred by their doctors. It is affiliated with and supports the Ontario Cancer Institute (incorporating the Princess Margaret Hospital in Toronto). Rehabilitation services are also provided for patients needing speech therapy or prosthetic devices. Grants are awarded for **cancer** research and medical graduates are encouraged to work on **cancer** treatment. Contact regional offices of the Ontario Cancer Treatment and Research Foundation.

CANOE ROUTES

416-965-5134
NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographical maps including **canoe routes.** Publications on mining are also available (965-1348). For a description of administrative service functions, see first entry under Administrative Services. The branch also provides information on frog, turtle & snake identification.

416-965-2745
NAT RES, PARK MANAGEMENT BR manages provincial parks, **canoe routes,** water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks.

For general information on parks contact 965-3081 and for park vacancy reports during the summer months call 967-0427 8:00 a.m. to midnight. Also contact district offices.

CAR
Car, see Vehicles

CAR POOLING
Car Pooling, see Tr & Comm Systems Research Transit Systems.

CAREER COUNSELLING
Career Counselling in Ontario Public Service, see Civ Serv Staff Development Br (A).

CASH MANAGEMENT
Cash Management, Province of Ontario, see TE & IA Finance Management Br

CATERING
Catering Contracts for Cafeterias, see Govt Serv Property Management Br

CATTLE
Cattle, see Livestock

CCR ADMINISTRATIVE SERVICES BR

416-963-0396

CCR, ADMINISTRATIVE SERVICES BR supplies the ministry with administrative services. For a description of functions see first entry under Administrative Services.

CCR BUILDING CODE BR

416-965-5881

CCR, BUILDING CODE BR is developing a fire code and administers a building code for Ontario to minimize building, health and fire hazards. Advises municipalities on matters pertaining to building by-laws, which are a local, not provincial, responsibility. Is responsible for the Ontario Plumbing Code which is at present Reg. 647 of the Ontario Water Resources Act.

CCR CEMETERIES BR

416-963-0511

CCR, CEMETERIES BR administers the Cemeteries Act which regulates the operations of commercial and non-profit cemeteries, burial grounds, church yards, mausolea, crematoria and columbaria. The branch also answers inquiries and investigates complaints about cemeteries and burials. Contact Queen's Park or regional offices. For inquiries about funeral directors and embalmers, call the registrar of the Board of Funeral Services, First Floor, 25 Grosvenor St., Toronto, 921-5164.

CCR CENTRAL REGISTRATION BR

416-963-0441

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of any business registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such a business

establishment is registered. For registration call 963-0446; for renewals 963-0444, and for revisions 963-0448.

CCR COMMERCIAL REGISTRATION APPEAL

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

CCR COMMERCIAL REGISTRATION BR

416-963-0364

CCR, COMMERCIAL REGISTRATION BR protects the public interest by administering the annual licensing or registration of businesses under these acts: Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Agents, Bailiffs, Collection Agencies, Mortgage Brokers, and Consumer Reporting. Contact CCR Central Registration Br which performs actual registration functions.

CCR COMMERCIAL STUDIES

416-963-0309

CCR, COMMERCIAL STUDIES conducts ministry research projects. Has general information on franchises.

CCR COMMUNICATIONS SERVICES BR

416-963-0339

CCR, COMMUNICATIONS SERVICES BR provides information service for the Ministry of Consumer and Commercial Relations. For a description of activities, see first entry under Information Service. See also CCR Consumer Information Centre. For specific consumer complaints contact appropriate branches described separately in this index.

CCR COMPANIES SERVICES BR

416-963-0387

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

CCR COMPANIES SERVICES BR CORPORATION

416-963-0543

CCR, COMPANIES SERVICES BR CORPORATION INFORMATION section deals with corporations in their filing of notices of change, by-laws, special resolutions, cancellation of

charters (letters patent, certificates of incorporation) and extra-provincial licences. Also deals with arrears statements re notices of change, default notices and revival of corporations.

CCR COMPANIES SERVICES BR CORPORATION NAMES

416-963-0547

CCR, COMPANIES SERVICES BR CORPORATION NAMES Section deals with the approval and reservation of corporate names for new incorporations and proposed changes of names by existing corporations.

CCR COMPANIES SERVICES BR PARTNERSHIPS

416-963-0510

CCR, COMPANIES SERVICES BR PARTNERSHIPS REGISTRATION Section deals with registration of partnerships, limited partnerships and proprietorships. Registers corporations that carry on business in Ontario by a name or style other than its corporate name. Also registers dissolution or withdrawal of these businesses and conducts public searches of documents relating to all the above business ventures.

CCR COMPANIES SERVICES BR RECORDS

416-963-0389

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status and registration of corporation securities such as mortgages, bonds, debentures (963-0390). Can provide copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

CCR COMPANY LAW BR

416-963-0373

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by corporations, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

CCR CONSUMER ADVISORY SERVICES BR

416-963-0331

CCR, CONSUMER ADVISORY SERVICES BR operates Consumer Services Bureaux across Ontario (see CCR Consumer Services Bureau). The branch has officers who can speak to consumer and business groups on consumer protection laws under the Business Practices Division.

CCR CONSUMER INFORMATION CENTRE

416-963-1111

CCR, CONSUMER INFORMATION CENTRE, part of Communications Services Branch, provides bilingual consumer information service for the general public, a library of consumer and corporate resource materials, previewing of materials by mail for consumer educators, and consulting services to professionals working with consumers in the field.

CCR CONSUMER SERVICES BUREAU

416-963-0321

CCR, CONSUMER SERVICES BUREAU answers consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private bailiffs), Business Practices, Collection Agencies, Consumer Protection Bureau, Consumer Reporting, (credit reporting and personal investigation agencies), Mortgage Brokers, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of paperbacks & periodicals), Pyramidic Sales (pyramidic schemes), Real Estate & Business Brokers, Travel Industry (travel agents & wholesalers). The Business Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the consumer with redress procedures.

CCR COOPERATIVE SERVICES BR

416-963-0515

CCR, COOPERATIVE SERVICES BR administers the legislation affecting cooperatives. Also gives advice and information to co-ops or individuals on their incorporation.

CCR CREDIT UNIONS BR

416-963-0515

CCR, CREDIT UNIONS BR supervises, requires licences and sets minimum standards for credit unions and caisses populaires. These standards govern the incorporation, management audit and dissolution of credit unions.

CCR ELEVATING DEVICES BR

416-965-4111

CCR, ELEVATING DEVICES BR inspects and licenses elevating devices including elevators, escalators, dumbwaiters, moving walks, platform lifts and ski lifts. Reviews and approves designs of new installations and major alterations. Investigates accidents and complaints of unsafe conditions or improper use of elevating devices. Registers contractors involved in maintenance and monitors their performance.

CCR ENERGY SAFETY BR

416-965-7627

CCR, ENERGY SAFETY BR which administers the Ontario Energy Act, strives to prevent loss of life, bodily injury and property damage by controlling safety hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

CCR FINANCE & PROGRAM EVALUATION BR

416-963-0261

CCR, FINANCE & PROGRAM EVALUATION BR provides all operating programs of the ministry with financial management and accounting services such as payroll reconciliation, accounts payable, formulation of program estimates in keeping with branch budgets. Receives and processes all revenues received by the ministry. Develops ministry policies and procedures re financial control and management performance reporting systems.

CCR FINANCIAL INSTITUTIONS

416-963-0471

CCR, FINANCIAL INSTITUTIONS DIV issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes, and on deposits and mortgages with loan and trust companies. Licenses insurance agents, brokers, salesmen, adjusters and investigates complaints. Deposits in credit unions and caisses populaires are insured with the Ontario Share & Deposit Insurance Corporation (OSDIC) (759-9778).

CCR HUDAC NEW HOME WARRANTY PROGRAM

416-922-3005

CCR, HUDAC NEW HOME WARRANTY PROGRAM. The Ontario New Home Warranties Plan Act which came into effect Dec. 31, 1976, requires registration of all builders of new homes including condominiums and mobile homes with the Housing & Urban Development Ass'n. of Canada (HUDAC) New Home Warranty Program, a non-profit corporation. The self-financing program provides a warranty that new and previously unoccupied homes sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from buyers of new homes, condominiums and mobile homes. Both builders and buyers can appeal Corporation decisions with the Commercial Registration Appeal Tribunal.

CCR INTERNAL AUDIT

416-963-0435

CCR, INTERNAL AUDIT is responsible for the ministry's audit function. For a description of the function see first entry under Audit.

CCR INVESTIGATION AND ENFORCEMENT BR

416-963-0302

CCR, INVESTIGATION AND ENFORCEMENT BR performs a support role to the administrators of the various registration acts administered by the ministry, and conducts investigations under them. Complaints from the public are normally answered by the Registrars of the Acts.

CCR LAND BOUNDARIES PROGRAM

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch telephone number changes to 963-0436 Fall, 1978. The program provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost or obliterated. Provides financial assistance under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

CCR LEGAL SERVICES

416-963-0348

CCR, LEGAL SERVICES Section provides legal services for the Ministry of Consumer and Commercial Relations. For a description of activities see first entry under Legal Services.

CCR LIQUOR CONTROL BOARD OF ONTARIO

416-965-4911

CCR, LIQUOR CONTROL BOARD OF ONTARIO (LCBO) oversees the distribution and sale of liquor (spirits, alcohol, ale, beer and wine) for home consumption and to licensed establishments through government stores throughout Ontario. The LCBO imports special orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto and eventually in Ottawa, to stock only high quality products in limited supply (965-0153). Consultants are available in liquor stores in some metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers.

CCR LIQUOR LICENCE APPEAL TRIBUNAL

416-965-7798

CCR, LIQUOR LICENCE APPEAL TRIBUNAL holds public hearings on any appeal from persons aggrieved by Liquor Licence Board's decisions to: refuse to issue, renew or approve a transfer of a licence; suspend, revoke or refuse to renew a manufacturer's licence; temporarily suspend a licence or permit in the public interest; impose terms and conditions on an individual; refuse to register an agent or representative; issue an interdiction order; issue an Order of Cessation of advertisement or public notice.

CCR LIQUOR LICENCE BOARD OF ONTARIO

416-965-4654

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews, transfers, suspends and revokes liquor licences for on-premise sale and consumption of alcohol, including special occasion permits. The Liquor Licence Board also regulates advertising for and inspects all licensed establishments. Age of Majority Cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from liquor stores and brewers retail outlets. For information on obtaining liquor licences call 965-4691; Age of Majority Cards, 965-4694; special occasion permits, 965-4675; advertising, 965-3450; inspections, 965-4666.

CCR LOTTERIES BR

416-963-0272

CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include bingos, raffles and games of chance operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

CCR MOTOR VEHICLE ACCIDENT CLAIMS FUND

416-963-0501

CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) provides compensation to victims of accidents caused by drivers of uninsured, stolen and hit and run vehicles by administering the Motor Vehicle Accident Claims Act. Funds are received from vehicle owners who pay a penalty to the licensing office when registering their vehicles without insurance.

CCR MOTOR VEHICLE DEALERS BR

416-963-0411

CCR, MOTOR VEHICLE DEALERS BR registers dealers and salesmen of new and used motor vehicles. Investigates complaints received in writing concerning transactions relating to the purchase and sale of motor vehicles. Contact Queen's Park or Regional Office.

CCR OFFICE OF THE REGISTRAR GENERAL

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of $3.00 each. For correction of errors in registrations, contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

CCR ONTARIO RACING COMMISSION

416-963-0520

CCR, ONTARIO RACING COMMISSION (ORC) promotes the proper management of horse racing and the orderly behaviour and integrity of participants. Issues licences to participants and encourages the improvement of the quality of horses that race. Contact judges and stewards at race tracks or the head office of the Ontario Racing Commission.

CCR ONTARIO SECURITIES COMMISSION

416-963-0223

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (963-0259). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (963-0239). Investigates complaints about brokers and salesmen and about actions by companies affecting the value of securities (963-0242). Handles registration of securities dealers, salesmen, underwriters and advisers (963-0228). Also registers Venture Investment Corporations under the Venture Investment Corporations Act to provide incentives to investment companies which financially assist small business (963-0259).

CCR OPERATING ENGINEERS BR

416-965-4188

CCR, OPERATING ENGINEERS BR promotes safety in the operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

CCR PAPERBACK AND PERIODICAL DISTRIBUTORS

416-963-0360

CCR, PAPERBACK AND PERIODICAL DISTRIBUTORS Section registers distributors of paperbacks and periodicals. Continually checks on the extent of non-resident ownership and control of these operations. Contact Queen's Park or regional offices.

CCR PENSION COMMISSION OF ONTARIO

416-963-0522

CCR, PENSION COMMISSION OF ONTARIO administers the Pension Benefits Act, which includes the registration of all private pension plans covering employees in Ontario. Also seeks to improve the quality and the administration of pensions.

CCR PERSONAL PROPERTY REGISTRATION

416-965-7655

CCR, PERSONAL PROPERTY REGISTRATION Branch (phone no. changes to 963-0451 Fall, 1978) operates the Personal Property Security Registration System (PPSR) in which the lender of money can record security interests in personal property (e.g. motor vehicles) when property is sold 'on time' or pledged as security for a loan. System also provides an inquiry capability so that a third person can protect himself from security interests or liens when buying personal property or accepting it as collateral for a loan. Inquire through owner's name or motor vehicle serial number by telephone for Deposit Account Holders or in person & by mail upon payment of a fee. Contact local PPSR branch. In Toronto call 965-7359 (963-0461 effective Fall, 1978). System serves the financial community, vehicle dealers, the public. The document creating the security interest is a security agreement (includes chattel mortgage, conditional sale contract, assignment of book debts). The document that is registered is a financing statement.

CCR PERSONNEL SERVICES BR

416-963-0281

CCR, PERSONNEL SERVICES BR performs the personnel functions for the Ministry of Consumer and Commercial Relations. For a description of branch activities, see first entry under Personnel.

CCR PRESSURE VESSELS BR

416-965-4121

CCR, PRESSURE VESSELS BR strives to minimize the risk of loss of life and property arising from the operation of boilers and pressure vessels. Reviews designs and welding procedures. Inspects workshops during fabrication and installation. Also qualifies and issues licences to welders. Inspects uninsured vessels periodically, and all vessels before and after major repairs. Investigates accidents. Contact Queen's Park or regional offices.

CCR PROPERTY LAW PROGRAM

416-965-3250

CCR, PROPERTY LAW PROGRAM, Legal & Survey Standards Branch telephone number changes to 963-0423 in Fall, 1978. The Program performs statutory functions of Director of Titles: responsible for legal quality of land registration records and instruments. Drafts amendments to, and regulations under the Land Titles Act, the Registry Act, the Condominium Act, the Boundaries Act and the Certification of Titles Act. Processes applications of title and for conversion of title from the land registry system to the land titles system.

CCR REAL ESTATE AND BUSINESS BROKERS

416-963-0401

CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of real estate and business brokers and salesmen. Before foreign land can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

CCR REGIONAL PROPERTY REGISTRATION

CCR, REGIONAL PROPERTY REGISTRATION Branches I and II phone numbers are 965-6535 & 965-9008 respectively up to Fall, 1978; after then 963-0462 & 963-0466. The branches operate land registry offices throughout Ontario where documents for real property

(land) and personal property titles are registered and recorded. Registration records may be examined for a fee. In Toronto land registry offices are located at New City Hall with these telephone numbers: Toronto and York Land Titles, 965-5248; Toronto Registry, 965-7553; Toronto Boroughs and York South Registry, 965-7588. Mortgages are normally discharged through a lawyer who prepares the document. The discharge is then registered with the local land registry office. There is a land registry office in each county or district.

CCR REGISTRAR OF BAILIFFS

416-963-0366

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers registers and investigates complaints about private bailiffs, collection agencies, consumer reporting agencies (credit and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for pyramidic schemes under the Pyramidic Sales Act. Recommends appointments under the Bailiffs Act.

CCR RENT REVIEW

416-964-7808

CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile homes and some rent-geared-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant-filed application forms regarding rent increases (e.g. tenant appeals against high rent increases). If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

CCR RESIDENTIAL PREMISES RENT REVIEW BOARD

416-964-3556

CCR, RESIDENTIAL PREMISES RENT REVIEW BOARD is an appeal tribunal which hears landlord and tenant appeals on decisions of the Ontario Rent Review Program.

CCR SYSTEMS SERVICES

416-963-0533

CCR, SYSTEMS SERVICES provides the ministry with advice and assistance on management consulting, systems development and data processing.

CCR THEATRES BR

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario theatres. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm and 16mm projectors. Also examines and licenses projectionists. Approves motion picture advertising and classification.

CCR TRAVEL INDUSTRY ACT

416-963-0418

CCR, TRAVEL INDUSTRY ACT, to protect the financial interests of Ontario travellers, and to ensure ethical conduct and good travel service, requires the registration of travel

agents and wholesalers. Complaints are investigated. Contact Queen's Park or regional offices.

CCR UPHOLSTERED AND STUFFED ARTICLES BR

416-965-2127

CCR, UPHOLSTERED AND STUFFED ARTICLES BR registers renovators and manufacturers of upholstered and stuffed articles; inspects premises of registrants as well as retailers of these articles. Investigates consumer complaints about stuffed furniture, mattresses, pillows, clothing materials, toys, etc. and tests filling material submitted to the branch. Contact Queen's Park or regional offices.

CEMETERIES

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Powers of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of **cemeteries.**

416-963-0511

CCR, CEMETERIES BR administers the Cemeteries Act which regulates the operations of commercial and non-profit **cemeteries,** burial grounds, church yards, mausolea, crematoria and columbaria. The branch also answers inquiries and investigates complaints about **cemeteries** and burials. Contact Queen's Park or regional offices. For inquiries about funeral directors and embalmers, call the registrar of the Board of Funeral Services, First Floor, 25 Grosvenor St., Toronto, 921-5164.

CENSORSHIP

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario theatres. Is responsible for **censorship** of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm and 16mm projectors. Also examines and licenses projectionists. Approves motion picture advertising and classification.

CENSUS

Census, see Revenue Assessment Field Operations Br.

CHAPLAINCY

416-965-3733

CIV SERV, ADMIN SERVICES BR, CHAPLAINCY Services Section coordinates policies and procedures relating to the provision of **chaplaincy** services in ministries with institutions. Provides liaison between affected ministries and the Interfaith Committee of the Council of Churches.

416-750-3366

CORR SERV, PROGRAM CONSULTATION & DEVELOPMENT DIV provides consultative services to programs of the Ministry. Consultants in psychiatry, dentistry, psychology, social work and **chaplaincy** are responsible for planning and supervision of services in these fields. Library Services Br (750-3481) provides library services to inmates under the Ministry's jurisdiction. Branches in this division are described separately in this index. See Corr Serv: Education Br, Food Services Br, Industrial Programs Br, Nursing Br, Recreation Br, Staff Training & Development Br and Volunteer Programs Br.

CHARITABLE ORGANIZATIONS

Charitable Organizations, see also Non-Profit Corporations

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Powers of Attorney, etc. Advises **charitable organizations** of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS may provide **charitable organizations** and social agencies with capital and operating grants, assistance in planning, construction or purchase of facilities, and development of residential services including short stay residences, homes for unmarried mothers, homes for children and youth (juveniles) who are emotionally disturbed, delinquent or who abuse the use of drugs. Also registers group homes caring for five or more children operated by individuals or groups. Contact Child Welfare Branch.

CHARTERS

416-963-0387

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent **(charters)** with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-963-0543

CCR, COMPANIES SERVICES BR CORPORATION INFORMATION section deals with corporations in their filing of notices of change, by-laws, special resolutions, cancellation of **charters** (letters patent, certificates of incorporation) and extra-provincial licences. Also deals with arrears statements re notices of change, default notices and revival of corporations.

416-965-1160

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to

revive or surrender **charters** or to dissolve a corporation voluntarily. Answers questions on corporations tax exemptions under the Venture Investment Corporations Act (965-4040). Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives corporations tax and land tax refunds. For information on Land Transfer and Land Speculation Taxes, call 965-1774.

CHARTS
Charts, see Maps

CHATTEL MORTGAGE
Chattel Mortgage, see CCR Personal Property Registration

CHEESE
Cheese, see Dairy.

CHEST CLINICS

416-965-2301

HEALTH, CLINIC SERVICES BR Chest Disease Service provides diagnostic services for tuberculosis and other respiratory diseases and ambulatory treatment for tuberculosis through district **chest clinics.** Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

CHILD ABUSE

416-965-0543

COMM SOC, **CHILD ABUSE** PROGRAM was formed to deal with the problem of the abuse of children. Its function is mainly of a coordinating nature, encouraging cooperation among agencies involved and bringing together resources to provide ongoing professional and public education on child abuse. Cases of **child abuse** should be reported to local Children's Aid Societies.

416-965-0176

COMM SOC, CHILD WELFARE BR finances, inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoptions services (965-2802). Prepares syndicated newspaper column Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on **child abuse** and adoptions, and counselling to unmarried mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

CHILDREN
Children, see also Juveniles, Youth

416-965-1865

ATT GEN, OFFICIAL GUARDIAN represents the civil rights of persons under a legal disability usually **children** under 18 years of age or the mentally incompetent, as well as unborn and absentee persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of **children** in divorce cases.

416-924-0631

ATT GEN, PROVINCIAL COURTS FAMILY DIV deal with Domestic Law (financial support orders for deserted wives & **children,** paternity suits & support of illegitimate **children)** Child Welfare Law (child welfare & protection for neglected **children)** & Juvenile Law (Juveniles, between 7 and 16 yrs); and a few criminal offences in a family context. For Chief Judge's office phone 457-5170. There is a court in each county. In the Judicial District of York the courts are: main branch, 924-0631; Scarborough, 755-9209; Etobicoke, 236-2553; North York, 226-5031 and Newmarket, 895-8661. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by juveniles may prefer a private complaint.

416-965-5545

ATT GEN, SUPREME COURT OF ONTARIO, the highest civil court in the province, consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of Appeal, which hears only appeals and is the highest court in the province. With certain exceptions, parties before the High Court may demand a trial by judge and jury. The Family Law Division of the High Court (965-7418) handles trials of divorce actions and motions relating to disputes between husband and wife or parents and **children,** e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of Appeal sit in Toronto.

416-965-7314

ATT GEN, SURROGATE COURT probates wills of persons who die testate (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of **children.** Processes applications for the custody of **children.** The Surrogate Court also handles contested claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

416-965-0543

COMM SOC, CHILD ABUSE PROGRAM was formed to deal with the problem of the abuse of **children.** Its function is mainly of a coordinating nature, encouraging cooperation among agencies involved and bringing together resources to provide ongoing professional and public education on child abuse. Cases of child abuse should be reported to local Children's Aid Societies.

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416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS may provide charitable organizations and social agencies with capital and operating grants, assistance in planning,

construction or purchase of facilities, and development of residential services including short stay residences, homes for unmarried mothers, homes for **children** and youth (juveniles) who are emotionally disturbed, delinquent or who abuse the use of drugs. Also registers group homes caring for five or more **children** operated by individuals or groups. Contact Child Welfare Branch.

416-965-8067

COMM SOC, CHILDREN'S MENTAL HEALTH SERVICES BR, administering the Children's Mental Health Centres Act, authorizes the establishment, licensing, funding and setting of standards of facilities for centres that treat **children** and youth who are emotionally disturbed or suffer from mental disorder. Included in these residential or non-residential centres all over Ontario is the Four-Phase Service System, a network of independent programs serving severely disturbed teenagers from the Metro Toronto area. Thistletown and White Oaks, two provincially operated facilities for treating emotionally disturbed **children** are under the jurisdiction of this branch. It also funds two Regional Centres at Ottawa and Sudbury which do not fall under the Act.

416-965-4914

COMM SOC, CHILDREN'S SERVICES DIV is responsible for funding, administering and integrating services to troubled **children** and children in need. Its programs, united from four ministries, include: Children's Mental Health Services through licensed Children's Mental Health Centres and provincially operated institutions (including Thistletown and White Oaks); Training Schools, Probation & Aftercare services (directly administered); Observation & Detention Homes which include both provincially operated & contract homes for temporary placement of children pending court decisions; a psychiatric clinic in Toronto; day nurseries funding; Child Abuse Program; Child Welfare including Children's Aid Societies, Children's Institutions & Boarding Homes funding. For program descriptions see COMM SOC listings under CHILDREN. Additional responsibilities expected to be assumed are for Child and Adolescent Units in provincial hospitals and the children's aspect of mental retardation programs.

416-965-7636

COMM SOC, COMMUNITY LIAISON & CHILD WELFARE includes services for **children** through the Day Nurseries and Child Welfare Branches listed individually in this Index. The Community Liaison function involves responsibility for consultation with individuals and organizations interested in the development of the Children's Services Division. Publishes regular newsletters and consultation papers on major issues (965-1891).

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices on day care such as provision of financial assistance to municipalities, approved corporations and Indian Band Councils for the establishment of day nurseries; licensing and supervision of such; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age **children,** parent cooperatives, etc.). Maintains provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding care and pre-school education of **children.** Consults with provincial associations and groups regarding development of programs, staffing and legislation. For questions re. financial assistance contact 965-2521. Contact district office.

416-965-7683

COMM SOC, MANAGEMENT & ANALYSIS BR provides care to **children** or juveniles committed under the Juvenile Delinquents and Training Schools Act. Coordinates services associated with training schools, probation and aftercare, group homes, special rates homes and foster homes across Ontario. The branch also conducts program and financial analysis for the Children's Services Division.

416-965-6231

COMM SOC, MENTAL RETARDATION FACILITY SERVICES Division operates facilities and funds facilities operated by a Board of Directors for mentally retarded and multiple handicapped **children** and adults. Licenses approved homes which operate under the supervision of the above government facilities. Contact district office.

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides financial assistance for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped **children** at home may get a special allowance of up to $150 monthly. Contact District Office.

416-965-4727

COMM SOC, STANDARDS & INFORMATION SYSTEMS GROUP is primarily a Research and Evaluation Unit concerned with standards of care for **children** in publicly funded services, and the information flows necessary for effective management of the service delivery system. Ultimately the group will be responsible for licensing children's care services, monitoring standards, and evaluation of programs for **children.** At present the emphasis is on the development of standards of care and the information systems of the Children's Services Division. The Observation and Detention Homes Program (965-9481) is currently associated with the Group.

416-965-2696

CULT & REC, PROVINCIAL LIBRARY SERVICES is responsible for assistance to public libraries throughout Ontario. Provides grants, by-laws and statistics and other information assistance. Maintains close liaison with associations related to library functions and develops library services on a province-wide basis. Publishes the Ontario Library Review and In Review: Canadian Books For **Children.**

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on recreation to advise those who provide professional preparation at colleges and universities; to train teachers within the school system and recreationists of municipalities; and to administer grants in aid of research. Professional upgrading is promoted through a new professional development model. Leadership Training Program assists in developing

indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL) (965-7505). Special Interests Section (965-5665) serves those offering recreation service to specialized clientele such as **children,** youth, the handicapped, senior citizens and women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-2663

EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional students outside the normal school structure in schools for the blind and deaf, in developmental centres schools for the retarded, developmentally handicapped and emotionally disturbed, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the deaf. School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional **children.** In cases of learning disabilities the branch provides counselling, resources and guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students.

416-965-8176

HEALTH, HEALTH PROMOTION BR MATERNAL & CHILD HEALTH Consultants promote community health programs related to prenatal and postnatal care and education, infant and preschool health, health of **children** at school, family life education and family planning. Contact Health Communications Br (965-5167) for information. See also other sections in Health Health Promotion Br described separately.

CHILDREN'S AID SOCIETIES

416-924-0631

ATT GEN, PROVINCIAL COURTS FAMILY DIV deal with Domestic Law (financial support orders for deserted wives & children, paternity suits & support of illegitimate children); Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (Juveniles, between 7 and 16 yrs); and a few criminal offences in a family context. For Chief Judge's office phone 457-5170. There is a court in each county. In the Judicial District of York the courts are: main branch, 924-0631; Scarborough, 755-9209; Etobicoke, 236-2553; North York, 226-5031 and Newmarket, 895-8661. Child welfare cases are commenced by the local **Children's Aid Societies.** The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by juveniles may prefer a private complaint.

416-965-0543

COMM SOC, CHILD ABUSE PROGRAM was formed to deal with the problem of the abuse of children. Its function is mainly of a coordinating nature, encouraging cooperation among agencies involved and bringing together resources to provide ongoing professional and public education on child abuse. Cases of child abuse should be reported to local **Children's Aid Societies.**

416-965-0176

COMM SOC, CHILD WELFARE BR finances, inspects and supervises **Children's Aid Societies** (CAS) and children's and youth institutions. Coordinates provincial, national and international adoptions services (965-2802). Prepares syndicated newspaper column Today's Child as an adoption aid (965-6559). **Children's Aid Societies** provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unmarried mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

416-965-6211

COMM SOC, TRAINING & STAFF DEVELOPMENT BR assists program managers in developing competent staff by analyzing training needs, selecting, designing and providing suitable training activities. Staff Development Coordinators throughout the province maintain liaison with Ministry District Offices, Mental Retardation and Children's Services, to identify and respond to staff training needs. Coordinators also serve related social services agencies such as Social Services Departments of municipalities and **Children's Aid Societies.** Training Officers design and implement training programs.

CHIROPODISTS

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, **chiropodists,** osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

CHIROPRACTORS

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, **chiropractors,** chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

CHRISTMAS TREES

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, **Christmas trees,** tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls dealers of fruit & vegetables. Issues licences to nurseries, and controls disease found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) production, packaging, wholesaling and retailing. Contact county or district office.

416-965-2785

NAT RES, FOREST RESOURCES BR grows seedlings in provincial nurseries for the public and Crown reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing **Christmas trees,** maple syrup production and forest management. Pays grants to reduce property tax on managed forests.

CHURCHES

416-963-0387

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of **churches,** non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

CIGARETTES

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, fuel for aviation, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (**cigarettes,** tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors, and taxable diesel fuel users.

CIGARS

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, fuel for aviation, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, **cigars)** Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors, and taxable diesel fuel users.

CITIES

Cities, see Municipalities

CITIZENS' INQUIRY BRANCH

416-965-3535

CULT & REC, **CITIZENS' INQUIRY BRANCH** is an information service which refers the inquirer to the appropriate source of Ontario Government information or coordinates information and services for those unable to do so themselves. Serves the public both directly and by assisting other government offices, the Queen's Park switchboard, Members of Provincial Parliament, Community Information Centres, libraries, community and private organizations, and those referred from these sources. Also prepares publications such as the KWIC Index to the Government of Ontario.

CITIZENSHIP

416-965-1192

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and assistance in gaining access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, **citizenship** classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital sports, recreation, fitness, arts, heritage, libraries, multicultural and **citizenship** projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-9121

ONTARIO MEDAL. Three awards were established by the government to recognize outstanding Ontarians. The Ontario Medal for Good **Citizenship** was created to recognize and pay tribute to citizens who, through their selflessness, humanity and kindness make Ontario a better place to live. The Ontario Medal for Police Bravery recognizes acts of superlative courage and bravery performed in the line of duty by members of Ontario's police forces. The Ontario Medal for Firefighters Bravery likewise recognizes similar acts performed in the line of duty by members of Ontario's firefighting forces. Advisory councils on each of the awards select possible recipients of the medals. For nominations write to: The Secretary, Advisory Council, (specify award), Legislative Bldg., Queen's Park, Toronto M7A 1A1.

CIV SERV ADMIN SERVICES BR

416-965-1463

CIV SERV, ADMIN SERVICES BR provides and coordinates support services to the Civil Service Commission and also provides specified coordinated services on behalf of the Commission to the ministries. Program Analysis Section (965-5404) provides budgetary services through advice, audit, analysis and control. Personnel Data Systems Section (965-1401) provides technical advice on systems applications and maintains public service position organization and employee data for use of authorized Commission staff. Manual of Administration Section (965-4768) edits, publishes and distributes manuals on policies of the Commission. Library (965-7096) maintains a reference source on personnel administration and management literature. Other sections in this branch are described under Civ Serv, Admin Services Br, Section Name.

CIV SERV ADMIN SERVICES BR CHAPLAINCY

416-965-3733

CIV SERV, ADMIN SERVICES BR, CHAPLAINCY Services Section coordinates policies and procedures relating to the provision of chaplaincy services in ministries with institutions. Provides liaison between affected ministries and the Interfaith Committee of the Council of Churches.

CIV SERV ADMIN SERVICES BR COMMUNICATIONS

416-965-5621

CIV SERV, ADMIN SERVICES BR, COMMUNICATIONS and Publicity Section produces TOPICAL, a semi-monthly paper which is distributed to Ontario civil servants including pensioners. JOB MART, a second paper containing information on job openings within the Ontario Public Service is produced as an insert in TOPICAL and as a separate publication on intervening weeks. Also handles job advertising in the press for all Ontario government ministries. Produces the annual report of the Commission and provides advice to Commission staff on publications, etc.

CIV SERV ADMIN SERVICES BR COMMUNITY

416-965-6489

CIV SERV, ADMIN SERVICES BR, COMMUNITY Liaison Section assists local community funds such as the United Way, the Canadian Cancer Society, etc. by organizing the voluntary contributions of Ontario government employees. Establishes blood donor clinics for Ontario Government employees in the Toronto area.

CIV SERV ADMIN SERVICES BR PERSONNEL

416-965-2065

CIV SERV, ADMIN SERVICES BR, PERSONNEL Services Unit provides the Commission and Management Board with administrative services, advice and decisions on personnel administration. Affirmative Action coordinator (965-4840) serves its women employees.

CIV SERV ADMIN SERVICES BR STAFF SERVICES

416-965-5761

CIV SERV, ADMIN SERVICES BR, STAFF SERVICES Section administers the Quarter Century Club for government employees with 25 or more years of service, including superannuates. The Club organizes ten yearly banquets across Ontario and arranges other Civil Service activities in Toronto when requested.

CIV SERV BENEFITS POLICY BR

416-965-9419

CIV SERV, BENEFITS POLICY BR develops, recommends, implements and maintains policies with respect to pensions and benefit programs within the Ontario Public Service (OPS). Coordinates activities of committees monitoring pension escalation fund and insurance programs. Assists Staff Relations Div in negotiating employee benefits in the OPS. Produces, updates and distributes information on benefits and pensions to all civil servants. For questions regarding administration of benefit plans call respective ministry personnel branch, or Employee Benefits Branch, Ministry of Government Services, 965-6861.

CIV SERV CLASSIFICATION BR

416-965-1022

CIV SERV, CLASSIFICATION BR administers, on a service-wide basis, the classification of all non-executive positions in the classified service.

CIV SERV FRENCH LANGUAGE SERVICES GROUP

416-965-4162

CIV SERV, FRENCH LANGUAGE SERVICES GROUP offers French language training courses to provincial and municipal employees. Assists ministries in recruitment of bilingual staff. Administers Ontario-Quebec Summer Student Job Exchange program and civil servants exchanges.

CIV SERV PAY POLICY & ADMIN BR

416-965-6086

CIV SERV, PAY POLICY & ADMIN BR recommends Ontario Public Service pay policy to the Commission. Develops for approval by Management Board the government's objectives in negotiations with Ontario Public Service Employees Union (OPSEU) covering pay. Recommends pay revisions for management classes and develops the technology used in the maintenance of pay determination processes, monitoring and cost forecasting systems.

CIV SERV PERSONNEL AUDIT BR

416-965-2091

CIV SERV, PERSONNEL AUDIT BR provides a continuing internal audit of the application of formal personnel administration requirements in the Ontario Public Service as a service to senior management in the Commission, and in ministries. Its findings and recommendations serve as a basis for administrative action as required.

CIV SERV PUBLIC SERVICE APPEAL BOARDS

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6426) hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union (OPSEU), the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6426) hears any appeal re union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective

Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate disputes between employees and unions re wages, collective agreements, etc.

CIV SERV RECRUITMENT BR (A)

CIV SERV, RECRUITMENT BR (A). Graduate Recruitment & Special Staffing Section (965-4758) assists personnel branches in recruitment of graduates for permanent positions in the Ontario Public Service (OPS); maintains an inventory of college and university graduate applications. Provides information to placement directors and secondary school guidance counsellors in Ontario. Also provides information on policies and employment practices in the OPS for permanent part-time employment and employment of handicapped persons. Employment Services Section (965-6081) provides information on employment opportunities and careers in the OPS to civil servants and the public. Provides a centralized inventory of qualified applicants to assist ministries with their staffing needs. Go Temporary Program (965-7688) recruits and maintains resources staff to fill temporary positions in the OPS. See also Civ Serv Recruitment Br (B).

CIV SERV RECRUITMENT BR (B)

416-965-1483

CIV SERV, RECRUITMENT BR (B) develops and administers policies, standards and procedures to control the recruitment activities of the Ontario Public Service. Reviews and recommends for approval all requests from ministries for unclassified appointments and external recruitment. Develops policies on surplus employees and manpower control. Reviews delegated recruiting agreements and provides ministries with staffing, training and recruitment services for non-delegated classes, e.g. personnel administrators. See also Civ Serv Recruitment Br (A).

CIV SERV SENIOR APPOINTMENTS AND COMPENSATION

416-965-5435

CIV SERV, SENIOR APPOINTMENTS AND COMPENSATION OFFICE provides staff support services for the Senior Appointments Advisory Committee and Senior Manpower Planning Subcommittees, and implements all aspects of recruitment, appointments, compensation and career development for the Ontario Public Service senior executives and program directors.

CIV SERV STAFF DEVELOPMENT BR (A)

416-965-7095

CIV SERV, STAFF DEVELOPMENT BR (A). Planning And New Programs Section (965-7095) advises the ministries, Civil Service Commission and Management Board on career development, goal setting and performance appraisal, and training and development policy. Career Counselling Service Section (965-9604) serves the Ontario Public Service (OPS) and complements ministries' career counselling programs. See also Civ Serv Staff Development Br (B) for other sections in Branch.

CIV SERV STAFF DEVELOPMENT BR (B)

416-965-1438

CIV SERV, STAFF DEVELOPMENT BR (B). Staff Development Services Section (965-1438) identifies staff development needs of Ontario Government employees. Develops appropriate learning experience to meet these needs and evaluates effectiveness of this training. Courses and seminars are usually held at the Staff Development Centre, Kempen-

feldt Bay, Barrie (705-728-2321). See also Staff Development Br (A) for other sections in Branch.

CIV SERV STAFF RELATIONS DIV

416-965-2002

CIV SERV, STAFF RELATIONS DIV represents the Crown as the employer in all collective bargaining in the Ontario Public Service. Determines and coordinates policy on labour relations for all ministries. Collects, analyzes and exchanges data on employment and compensation (pay policy) practices in the public and private sectors.

CIVIL SERVICE COMMISSION

Civil Service Commission, see CIV SERV Branch Name

CJRT-FM

416-595-5281

CULT & REC, **CJRT-FM** provides educational opportunities for the citizens of Ontario by offering university level credit courses as well as programming designed to provide a better understanding and appreciation of such fields of interest as the arts, music and literature. All program content including the open sector programming is presented in a non-commercial format.

CLERK'S OFFICE

416-965-1406

LEGISLATIVE ASSEMBLY, **CLERK'S OFFICE.** The Clerk is the principal Officer of the Legislative Assembly and is responsible for procedure and the daily publication of the Order Paper and Votes and Proceedings, the official record of the activities of the Legislature. The **Clerk's Office** will answer questions about the status of legislation before the Legislature, rules pertaining to Private Bills and select and standing committees. Also provides certified copies of bills.

CLINICAL EDUCATION BUDGETS

Clinical Education Budgets, see Health Manpower Planning Section

CLOSING OF RETAIL STORES

Closing of Retail Stores, see Sol Gen Retail Business Holidays Act.

CLOTHING

Clothing, stuffed clothing material, see CCR Upholstered and Stuffed Articles Br.

CO-OPS

Co-Ops, see Cooperatives

COACHES

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in sports for individual satisfaction and enjoyment. Promotes competition in multi-sports games (e.g. Regional & Provincial; Ontario Summer & Winter Games for the able bodied & disabled). Provides

administrative, consultative services and grants to provincial sport governing bodies. The Ontario Sports Admin. Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is funded by this Ministry. Sports Awards Program honors accomplishments of Ontario athletes and citizens in amateur sports. Coaching Development Program improves calibre of leadership available to amateur sport through **coaches** and officials. Ontario Sports Travelcade takes sports and fitness resources around Ontario to help raise level of expertise of athletes, **coaches,** etc. Ontario Elite Athlete Assistance Program provides limited financial assistance to selected amateur athletes for training and competition.

COLL UNIV ACCOUNTS AND ADMIN SERVICES BR

416-965-5921

COLL UNIV, ACCOUNTS AND ADMIN SERVICES BR performs the accounting (965-9051) and administrative services (965-6426) functions for the ministry. Accounting includes processing and distribution of student awards and operating funds for post-secondary institutions, as calculated by the Student Awards and Institutional Accounting branches, respectively. For a description of accounting and administrative service functions, see first entries under Accounting and Administrative Services.

COLL UNIV COLLEGE AFFAIRS BR

416-965-6161

COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Employment Centres for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools (965-9127), and for Regional Schools For Nursing Assistants (965-4051).

COLL UNIV COUNCIL OF REGENTS FOR CAATS

416-965-4234

COLL UNIV, COUNCIL OF REGENTS FOR CAATS evaluates the effectiveness of Colleges of Applied Arts and Technology (CAATs); approves requests for new programs; approves master plans and their modifications; reviews college multi-year plans; establishes salaries, wages, and terms and conditions of employment for college staffs; provides policy guidelines; and appoints Boards of Governors. The Council has a full-time Executive Secretary and additional secretariat services are provided by Coll Univ College Affairs and Program Resources branches.

COLL UNIV INDUSTRIAL TRAINING BR

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial training (manpower training) programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact local Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Employment Centre. OCAP Administration Office in Queen's Park is at 965-0668.

COLL UNIV INDUSTRIAL TRAINING COUNCIL

416-965-0693

COLL UNIV, INDUSTRIAL TRAINING COUNCIL is a group of citizens appointed to advise the Minister of Colleges & Universities on provision and delivery of industrial training programs for job related skills. Acts as contact with public to consider and make recommendations on all post-secondary skill training programs and proposals outside colleges and universities.

COLL UNIV INFORMATION RESOURCES BR

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR. Information Services Section performs duties described in first entry under Information Service, particularly as they relate to the Ontario Student Assistance Program (student awards), apprenticeship (manpower training), and post-secondary educational institutions such as universities, Ryerson Polytechnical Institute, Ontario College of Art, Colleges of Applied Arts and Technology, and registered private vocational schools. The Library Services Section (965-1451) runs a specialized library and provides reference services. The Data Systems Section (965-5477) maintains statistics on enrolment of students in post-secondary educational institutions throughout the province and provides statistical data support for the ministry's planning, policy-making and administrative activities. The Review and Development Section (965-5477) provides the ministry with consulting services related to design, development and implementation of research projects.

COLL UNIV INSTITUTIONAL ACCOUNTING

416-965-2150

COLL UNIV, INSTITUTIONAL ACCOUNTING and Architectural Services Br administers all transfer payment programs (operating grants: 965-5237, and capital funding: 965-5238) to universities and Colleges of Applied Arts and Technology (CAAT) and related institutions. Prepares claims on federal-provincial cost sharing programs (965-5239). Maintains an overview of the physical facilities of universities and colleges, and provides architectural advice to the ministry (965-6563).

COLL UNIV INTERNAL AUDIT SERVICES BR

416-965-3236

COLL UNIV, INTERNAL AUDIT SERVICES BR is responsible for the ministry's audit function. For a description of function see the first entry under Audit.

COLL UNIV LEGAL OFFICER

416-965-1928

COLL UNIV, LEGAL OFFICER performs legal services for the ministry. For a description of functions, see first entry under Legal Services.

COLL UNIV ONTARIO COUNCIL ON UNIVERSITY AFFAIRS

416-965-5233

COLL UNIV, ONTARIO COUNCIL ON UNIVERSITY AFFAIRS (OCUA) advises the Minister of Colleges and Universities and the Lieutenant Governor in Council on matters concerning the 15 provincially-assisted universities, Ryerson Polytechnical Institute, the Ontario Institute for Studies in Education, the Ontario College of Art, and the Bar Admission Course (Law Society Of Upper Canada). For general information re universities, contact Coll Univ Information Resources Branch, Toronto, 965-6134.

COLL UNIV PERSONNEL BR

416-965-4503

COLL UNIV, PERSONNEL BR performs the personnel functions for the Ministry of Colleges & Universities. For description of branch activities, see first entry under Personnel.

COLL UNIV POLICY AND PLANNING COORDINATION

416-965-3871

COLL UNIV, POLICY AND PLANNING COORDINATION provides the ministry with policy and interpretation for the Ontario Student Assistance Program; the Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan Plan, Ontario Special Bursary Plan, bilingual programs for student awards.

COLL UNIV PROGRAM RESOURCES BR

416-965-5375

COLL UNIV, PROGRAM RESOURCES BR develops training standards and outlines, coordinates curricula, evaluates colleges (institutional training) and industrial training programs, and manages program approval procedure for all community colleges.

COLL UNIV STUDENT AWARDS BR

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance (student awards) as loans, grants or bursaries to Ontario students studying at colleges and universities. Administers four plans based on financial need under the Ontario Student Assistance Program: Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan and Ontario Special Bursary. The branch also awards fellowships or scholarships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships; and has programs for students and teachers for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, and Summer Language Bursary program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

COLL UNIV UNIVERSITY AFFAIRS DIV

416-965-3870

COLL UNIV, UNIVERSITY AFFAIRS DIV is responsible for administering the provincial grants to Ontario universities. In this regard the division develops and analyzes policy proposals with reference to university operations and their funding, implements policy decisions and maintains ministry-advisory council relations and university-government relations in general. Answers inquiries about admissions policy and manpower planning.

COLLECTION AGENCIES

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting

agencies, **collection agencies,** pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-0321

CCR, CONSUMER SERVICES BUREAU answers consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private bailiffs), Business Practices, **Collection Agencies,** Consumer Protection Bureau, Consumer Reporting, (credit reporting and personal investigation agencies), Mortgage Brokers, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of paperbacks & periodicals), Pyramidic Sales (pyramidic schemes), Real Estate & Business Brokers, Travel Industry (travel agents & wholesalers). The Business Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the consumer with redress procedures.

416-963-0366

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers registers and investigates complaints about private bailiffs, **collection agencies,** consumer reporting agencies (credit and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for pyramidic schemes under the Pyramidic Sales Act. Recommends appointments under the Bailiffs Act.

COLLECTION SERVICE

416-965-1051

GOVT SERV, SPECIAL SERVICES BR provides Ontario Government ministries with these operational support services: **Collection Service** for debts owing to the government (965-5195); Mail Delivery and complete mass mailing which includes addressing, labelling, folding and inserting mail (965-6902); a Records Centre which provides secure storage for inactive government records (279-5493); Vehicle Repair & Trucking Service which provides maintenance and repair services for government vehicles and a trucking service on a charge-back basis (252-3348).

COLLECTIVE BARGAINING

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6426) hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union (OPSEU), the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6426) hears any appeal re union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees **Collective**

Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate disputes between employees and unions re wages, collective agreements, etc.

416-965-2002

CIV SERV, STAFF RELATIONS DIV represents the Crown as the employer in all **collective bargaining** in the Ontario Public Service. Determines and coordinates policy on labour relations for all ministries. Collects, analyzes and exchanges data on employment and compensation (pay policy) practices in the public and private sectors.

416-965-6101

LABOUR, LABOUR RESEARCH BR provides information on wages, labour relations, safety, **collective bargaining,** working conditions, unemployment, labour market conditions. Provides internal policy analysis. Collects and analyzes Ontario **Collective Bargaining** Agreements (965-6886). Maintains a library containing labour related material (965-1641).

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish **collective bargaining** rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges **Collective Bargaining** Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

COLLEGE RELATIONS COMMISSION

416-922-7679

COLLEGE RELATIONS COMMISSION was established in 1975 to administer negotiations between the Ontario Council of Regents for Colleges of Applied Arts and Technology and the Ontario Public Service Employees Union representing both academic and support staff. Assists in negotiations, supervises votes and advises the Lieutenant Governor in Council when a strike or lockout is jeopardizing student education.

COLLEGES

AG & FOOD, **COLLEGES** OF AGRICULTURE offer courses in farm management, agricultural production, agricultural laboratory technology, home economics or food service supervision, food and fashion, animal health, equine technology, agricultural business management. They also conduct agricultural research for the ministry. For further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

416-965-6161

COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through **Colleges** of Applied Arts and Technology (CAATs), often called community colleges. **Colleges** work closely with Canada Employment Centres for occupa-

tional training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools (965-9127), and for Regional Schools For Nursing Assistants (965-4051).

416-965-4234

COLL UNIV, COUNCIL OF REGENTS FOR CAATS evaluates the effectiveness of **Colleges** of Applied Arts and Technology (CAATs); approves requests for new programs; approves master plans and their modifications; reviews college multi-year plans; establishes salaries, wages, and terms and conditions of employment for college staffs; provides policy guidelines; and appoints Boards of Governors. The Council has a full-time Executive Secretary and additional secretariat services are provided by Coll Univ College Affairs and Program Resources branches.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR. Information Services Section performs duties described in first entry under Information Service, particularly as they relate to the Ontario Student Assistance Program (student awards), apprenticeship (manpower training), and post-secondary educational institutions such as universities, Ryerson Polytechnical Institute, Ontario College of Art, **Colleges** of Applied Arts and Technology, and registered private vocational schools. The Library Services Section (965-1451) runs a specialized library and provides reference services. The Data Systems Section (965-5477) maintains statistics on enrolment of students in post-secondary educational institutions throughout the province and provides statistical data support for the ministry's planning, policy-making and administrative activities. The Review and Development Section (965-5477) provides the ministry with consulting services related to design, development and implementation of research projects.

416-965-2150

COLL UNIV, INSTITUTIONAL ACCOUNTING and Architectural Services Br administers all transfer payment programs (operating grants: 965-5237, and capital funding: 965-5238) to universities and **Colleges** of Applied Arts and Technology (CAAT) and related institutions. Prepares claims on federal-provincial cost sharing programs (965-5239). Maintains an overview of the physical facilities of universities and **colleges,** and provides architectural advice to the ministry (965-6563).

416-965-5375

COLL UNIV, PROGRAM RESOURCES BR develops training standards and outlines, coordinates curricula, evaluates **colleges** (institutional training) and industrial training programs, and manages program approval procedure for all community colleges.

416-922-7679

COLLEGE RELATIONS COMMISSION was established in 1975 to administer negotiations between the Ontario Council of Regents for **Colleges** of Applied Arts and Technology and the Ontario Public Service Employees Union representing both academic and support staff. Assists in negotiations, supervises votes and advises the Lieutenant Governor in Council when a strike or lockout is jeopardizing student education.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour

Disputes Arbitration Act for employees in hospitals; **Colleges** Collective Bargaining Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

COLLEGES & UNIVERSITIES

Colleges & Universities, Ministry of, see COLL UNIV Branch Name.

COLLISIONS

416-965-5444

SOL GEN, OPP, TRAFFIC INVESTIGATION BR enforces vehicle traffic laws. Investigates complaints about all aspects of traffic and analyzes **collisions** of vehicles to determine how to make highways safer.

416-965-7143

TR & COMM, DRIVER LICENSING OFFICE, Licensing & Control Branch issues an appropriate driver's licence to all eligible applicants in Ontario, including learners permits, renewals, replacements and corrections of licences. Collects and refunds appropriate fees to drivers. Maintains statistics on **collisions.** For driver examination contact regional or district office; in Toronto call Central Region at 248-7163.

COLUMBARIUM

Columbarium, see Cemeteries

COMM SOC ACCOUNTS BR

416-965-2371

COMM SOC, ACCOUNTS BR is responsible for the ministry's accounting functions. For a description of branch activities see first entry under Accounting.

COMM SOC AREA AND DISTRICT OFFICES

COMM SOC, AREA AND DISTRICT OFFICES throughout Ontario deliver the Ministry's programs to the community. Executive Directors in two area offices provide broad coordination and deliver those programs that cannot be made available at every District Office. Nineteen District Offices are responsible for the delivery of such programs as Family Benefits, Vocational Rehabilitation, Day Nurseries, etc. District offices are involved with local social planning, and work closely with social agencies in the community and with other ministries and other levels of government. Contact area or district offices.

COMM SOC AUDIT SERVICES BR

416-965-5214

COMM SOC, AUDIT SERVICES BR is responsible for the ministry's audit function. For a description of the function, see first entry under Audit.

COMM SOC CAPITAL & ADMINISTRATIVE SERVICES BR

416-965-5006

COMM SOC, CAPITAL & ADMINISTRATIVE SERVICES BR provides technical expertise and consultative services to municipalities and non-profit organizations that want to establish facilities for rehabilitation, residential and social services under various Acts administered by the ministry. Maintains statistics on existing facilities. Carries out inspection program for fire and other safety measures in all ministry institutions and those operated under the above Acts. Contact district offices. Also supplies the ministry with administrative services. For a description of functions see first entry under Administrative Services.

COMM SOC CHILD ABUSE PROGRAM

416-965-0543

COMM SOC, CHILD ABUSE PROGRAM was formed to deal with the problem of the abuse of children. Its function is mainly of a coordinating nature, encouraging cooperation among agencies involved and bringing together resources to provide ongoing professional and public education on child abuse. Cases of child abuse should be reported to local Children's Aid Societies.

COMM SOC CHILD WELFARE BR

416-965-0176

COMM SOC, CHILD WELFARE BR finances, inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoptions services (965-2802). Prepares syndicated newspaper column Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unmarried mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

COMM SOC CHILD WELFARE BR INSTITUTIONS

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS may provide charitable organizations and social agencies with capital and operating grants, assistance in planning, construction or purchase of facilities, and development of residential services including short stay residences, homes for unmarried mothers, homes for children and youth (juveniles) who are emotionally disturbed, delinquent or who abuse the use of drugs. Also registers group homes caring for five or more children operated by individuals or groups. Contact Child Welfare Branch.

COMM SOC CHILDREN'S MENTAL HEALTH SERVICES

416-965-8067

COMM SOC, CHILDREN'S MENTAL HEALTH SERVICES BR, administering the Children's Mental Health Centres Act, authorizes the establishment, licensing, funding and setting of standards of facilities for centres that treat children and youth who are emotionally disturbed or suffer from mental disorder. Included in these residential or non-residential centres all over Ontario is the Four-Phase Service System, a network of independent programs serving severely disturbed teenagers from the Metro Toronto area. Thistletown and White Oaks, two provincially operated facilities for treating emotionally disturbed children are under the jurisdiction of this branch. It also funds two Regional Centres at Ottawa and Sudbury which do not fall under the Act.

COMM SOC CHILDREN'S SERVICES DIVISION

416-965-4914

COMM SOC, CHILDREN'S SERVICES DIV is responsible for funding, administering and integrating services to troubled children and children in need. Its programs, united from four ministries, include: Children's Mental Health Services through licensed Children's Mental Health Centres and provincially operated institutions (including Thistletown and White Oaks); Training Schools, Probation & Aftercare services (directly administered); Observation & Detention Homes which include both provincially operated & contract homes for temporary placement of children pending court decisions; a psychiatric clinic in Toronto; day nurseries funding; Child Abuse Program; Child Welfare including Children's Aid Societies, Children's Institutions & Boarding Homes funding. For program descriptions see COMM SOC listings under CHILDREN. Additional responsibilities expected to be assumed are for Child and Adolescent Units in provincial hospitals and the children's aspect of mental retardation programs.

COMM SOC COMMUNICATIONS BR

416-965-7825

COMM SOC, COMMUNICATIONS BR is the information service for the Ministry of Community and Social Services. For a description of activities, see first entry under Information Service. Also provides assistance (e.g. consultation, publications, films, slide displays, etc.) to the public, municipalities and social agencies to explain programs.

COMM SOC COMMUNITY LIAISON & CHILD WELFARE

416-965-7636

COMM SOC, COMMUNITY LIAISON & CHILD WELFARE includes services for children through the Day Nurseries and Child Welfare Branches listed individually in this Index. The Community Liaison function involves responsibility for consultation with individuals and organizations interested in the development of the Children's Services Division. Publishes regular newsletters and consultation papers on major issues (965-1891).

COMM SOC DAY NURSERIES BR

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices on day care such as provision of financial assistance to municipalities, approved corporations and Indian Band Councils for the establishment of day nurseries; licensing and supervision of such; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.). Maintains provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding care and pre-school education of children. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For questions re. financial assistance contact 965-2521. Contact district office.

COMM SOC HOME ECONOMICS

416-965-4885

COMM SOC, HOME ECONOMICS Consultants advise the Ministry and District Offices on food services and therapeutic nutrition.

COMM SOC LEGAL SERVICES BR

416-965-5147

COMM SOC, LEGAL SERVICES BR provides legal services for the Ministry of Community and Social Services. For a description of branch activities, see first entry under Legal Services.

COMM SOC MANAGEMENT & ANALYSIS BR

416-965-7683

COMM SOC, MANAGEMENT & ANALYSIS BR provides care to children or juveniles committed under the Juvenile Delinquents and Training Schools Act. Coordinates services associated with training schools, probation and aftercare, group homes, special rates homes and foster homes across Ontario. The branch also conducts program and financial analysis for the Children's Services Division.

COMM SOC MANAGEMENT AND FINANCIAL SERV BR

416-965-2291

COMM SOC, MANAGEMENT AND FINANCIAL SERV BR provides service to improve productivity and business management practices in the ministry and its agencies in the social services network, and to ensure that financial bases of ministry proposals and undertakings are sound.

COMM SOC MEDICAL ADVISORY BOARD

416-965-5395

COMM SOC, MEDICAL ADVISORY BOARD acts in an advisory capacity to the Director, Provincial Benefits Br regarding queries on applicants applying for and decisions on disability allowances.

COMM SOC MENTAL RETARDATION COMMUNITY RESOURCES

416-965-8455

COMM SOC, MENTAL RETARDATION COMMUNITY RESOURCES BR provides funding and program support for community-based programs in accommodation support and demonstration projects for the mentally retarded. Also supports prevention and community awareness programs through public education. These services are administered by local organizations, particularly local associations for the mentally retarded. Contact local Mental Retardation Coordinator in district office.

COMM SOC MENTAL RETARDATION COMMUNITY SERVICES

416-965-5130

COMM SOC, MENTAL RETARDATION COMMUNITY SERVICES DEVELOPMENT Br is responsible for two programs. Adult Protective Services coordinates and monitors on an individual basis, social support services to enable mentally retarded adults to become self-sufficient in the community setting. Mental Retardation Coordination provides a coordinator in each district to serve as a link between the district working group and the government. Contact district office.

COMM SOC MENTAL RETARDATION FACILITY

416-965-6231

COMM SOC, MENTAL RETARDATION FACILITY SERVICES Division operates facilities and funds facilities operated by a Board of Directors for mentally retarded and

multiple handicapped children and adults. Licenses approved homes which operate under the supervision of the above government facilities. Contact district office.

COMM SOC MENTAL RETARDATION RESIDENTIAL

416-965-6237

COMM SOC, MENTAL RETARDATION RESIDENTIAL & CONSULTING SERVICES BR provides a full range of programs and services for the mentally retarded in Community/-Board operated facilities under the Developmental Services Act, 1974. Provides diagnostic and assessment services for the mentally retarded in Community/Board operated Diagnostic and Assessment Centres. Provides administrative, professional and service-oriented consulting services to mental retardation facilities operated by the Ministry.

COMM SOC MUNICIPAL WELFARE CONSULTING BR

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs administered by municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care or prescribed drugs, prosthetics, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

COMM SOC PERSONNEL BR

416-965-7991

COMM SOC, PERSONNEL BR performs the personnel functions for the Ministry of Community and Social Services. For a description of branch activities, see first entry under Personnel. Training and educational assistance is the responsibility of Comm Soc Training and Staff Development Branch, 965-6211.

COMM SOC POLICY ANALYSIS

416-965-1673

COMM SOC, POLICY ANALYSIS & FINANCIAL PLANNING BR provides the ministry with strategic planning coordination, program analysis, and integration of multi-year plans and annual estimates preparation. Develops and evolves options for the Provincial Income Security Policy and supports Ontario participation in related federal-provincial reviews. Conducts research studies and provides support, research grants and consultation for research activities related to ministry programs.

COMM SOC PROVINCIAL BENEFITS BR

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides financial assistance for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by

municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to $150 monthly. Contact District Office.

COMM SOC REHABILITATION BR

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services e.g. prosthetics. Capital and operating grants are available to approved sheltered workshops. May provide operating and debt retirement assistance (e.g. payment of mortgages) to half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

COMM SOC SENIOR CITIZENS BR

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private charitable organizations, develops policy on and subsidizes Homes For The Aged, residential care, extended care, foster or satellite homes and social services for senior citizens. Subsidy is in the form of capital and operating grants. Assists in community outreach programs and alternatives to institutional care projects, e.g. meals-on-wheels, day care, vacation care. Other programs include: capital and operating grants for Elderly Persons Centres and senior volunteers. Cooperates with other ministries and groups in retirement planning. Conducts Long-Term Study on Aging (965-5103). Provides grants for research on aging and related facilities including the J. W. Crane Memorial Library of Geriatrics and Gerontology (367-8867). Contact district office.

COMM SOC SOCIAL ASSISTANCE REVIEW BOARD

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (financial allowances for single mothers, permanently unemployable fathers, foster children, etc.).

COMM SOC SOLDIERS AID COMMISSION

416-965-4891

COMM SOC, SOLDIERS AID COMMISSION provides emergency welfare assistance to eligible war veterans and/or their dependents who are in need. Administers trust funds accruing from bequests. Contact Commission or closest branch of the Department of Veterans Affairs (DVA) or Royal Canadian Legion.

COMM SOC STANDARDS & INFORMATION SYSTEMS

416-965-4727

COMM SOC, STANDARDS & INFORMATION SYSTEMS GROUP is primarily a Research and Evaluation Unit concerned with standards of care for children in publicly

funded services, and the information flows necessary for effective management of the service delivery system. Ultimately the group will be responsible for licensing children's care services, monitoring standards, and evaluation of programs for children. At present the emphasis is on the development of standards of care and the information systems of the Children's Services Division. The Observation and Detention Homes Program (965-9481) is currently associated with the Group.

COMM SOC TRAINING & STAFF DEVELOPMENT BR

416-965-6211

COMM SOC, TRAINING & STAFF DEVELOPMENT BR assists program managers in developing competent staff by analyzing training needs, selecting, designing and providing suitable training activities. Staff Development Coordinators throughout the province maintain liaison with Ministry District Offices, Mental Retardation and Children's Services, to identify and respond to staff training needs. Coordinators also serve related social services agencies such as Social Services Departments of municipalities and Children's Aid Societies. Training Officers design and implement training programs.

COMMERCIAL VEHICLES

Commercial Vehicles, see Tr & Comm Highway Carrier Licensing Office

COMMISSION ON ELECTION CONTRIBUTIONS & EXPENSES

416-965-0455

COMMISSION ON ELECTION CONTRIBUTIONS & EXPENSES administers the Election Finances Reform Act which provides for registration of political parties and constituency associations active in Ontario, and candidates in a provincial election. Limits political contributions to, and period of advertising and advertising expenses of, registered parties, constituency associations and candidates during a provincial election campaign. Provides subsidies to candidates with respect to campaign expenses incurred. Requires filing of audited campaign period statements of receipts & expenses by political parties, constituency associations and candidates, and audited annual financial statements, including statements of assets and liabilities by political parties and constituency associations.

COMMISSION ON FREEDOM OF INFORMATION

416-598-0411

COMMISSION ON FREEDOM OF INFORMATION & INDIVIDUAL PRIVACY was established in March, 1977 to examine and make recommendations on: the individual's right to privacy and appeal regarding the use of government information, the individual's right of access to government information, protection of the public interest by determining what information should be confidential. Write to the Commission at 180 Dundas St. W., 22nd Floor, Toronto M5G 1Z8.

COMMISSIONERS OF OATHS

416-965-2816

ATT GEN, COURTS ADMINISTRATION PROGRAM manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, Small Claims, Surrogate Court and Supreme Court of Ontario offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the

peace, notaries public and **commissioners of oaths** or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

COMMITTEE ROOMS

416-965-6741

GOVT SERV, PROPERTY MANAGEMENT BR provides operation and maintenance services to Government-owned and leased premises including repairs, housekeeping, horticultural services, moving and bulk parking allocation, elevator maintenance. Ensures safety in government buildings and on construction sites; coordinates displays by various ministries in exhibitions at the London, Ottawa and Thunder Bay government buildings; coordinates tenders and administers catering contracts for cafeterias and vending machines in government and court house offices. It is also responsible for the reservation and use of **committee rooms** in the Macdonald Block (Phone: 965-1109).

COMMUNICATIONS

Communications, see also Information Service

416-965-0175

GOVT SERV, TELECOMMUNICATION SERVICES BR provides local and network telecommunications services for Ontario government ministries and agencies. These are principally telephone, data **communications** and radio, but also include intercom, teletype, facsimile, satellite and related telecommunications services. For local telephone services, contact 965-6788; network services, contact 965-6265.

TR & COMM, **COMMUNICATIONS** OPERATIONS BR carries out representations and interventions re telecommunications services before the Canadian Radio-Television and Telecommunications Commission (CRTC) on common carrier, cable and broadcast applications; involves provincial comment on Bell Canada and CN/CP rate applications. Regulatory Operations Office (248-3736) investigates customers' complaints regarding their service. Telecommunications Systems Engineering Office (248-3567) provides related assistance to Communications Division; assists independent telephone industry in modernization plans; consults and advises the Ontario Telephone Service Commission on technical matters.

416-248-3731

TR & COMM, COMMUNICATIONS POLICY BR develops Ontario government policy in **communications** field. Activities include: development of broadcasting, cable and common carrier policy (248-3711); intergovernmental liaison with other provincial and federal agencies (248-3731); maintaining liaison with cable, broadcast and common carrier industries; undertaking research and analytical studies related to telecommunications services and systems. Has data bank of information on population served by broadcasting and cable firms and on television viewing habits (248-3961).

COMMUNITY & SOCIAL SERVICES

Community & Social Services, Ministry of, see COMM SOC Branch Name.

COMMUNITY CENTRES

Community Centres, see Recreation Centres

COMMUNITY COLLEGES

Community Colleges, see Colleges

COMMUNITY INFORMATION CENTRES

416-965-3314

CULT & REC, COMMUNITY INFORMATION SERVICES Program provides eligible individual **community information centres** with funding through grants; prepares publications and advises them on matters such as information management, policy, staffing and volunteer training. Contact field offices.

COMMUNITY PLANNING

416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of **community planning** by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which provides financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented **community planning** programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants. Municipalities are responsible for designating sites for mobile homes by passing zoning bylaws under the Planning Act.

416-965-5890

HOUSING, LOCAL PLANNING POLICY BR researches, develops policy, and recommends **community planning** standards to apply at the local government level (municipalities), consistent with provincial objectives. Local planning activities include urban subdivision design, land use planning related to aircraft noise, official plan social service policies, noise control through planning, public participation.

416-965-9168

HOUSING, NORTH PICKERING DEVELOPMENT CORPORATION is the Crown agency responsible for **community planning** and development of the new community at North Pickering.

416-965-3707

NORAFFAIRS, MINISTRY OF NORTHERN AFFAIRS (B). This ministry was established to coordinate Gov't. of Ontario services in Northern Ontario, to promote projects & programs in that area and to give people of the North a greater say in government. Ministry responsibilities include: The Regional Priority Budget in Northern Ontario administered by the Program Planning Br, Isolated Communities Assistance Fund for unorganized territories administered by the Regional Offices, community and regional development including townsite and **community planning** and infrastructure, airport construction and telecommunications in the remote North, transportation services such as norOntair & Ontario Northland Railway (Ontario Northland Transportation Commission), resource access roads (Northern Ontario Resource Transportation Committee), and Community

Service Offices throughout the North. See also Noraffairs Community Service Offices, & Noraffairs Ministry of Northern Affairs (A).

COMMUNITY RESOURCE CENTRE

416-750-3400

CORR SERV, COMMUNITY RESOURCE CENTRES house inmates serving sentences in Ontario correctional institutions. The centres are operated by community organizations under contract to the Ministry. An inmate wishing to pursue an employment or education program outside the institution applies for a transfer to the **Community Resource Centre** where he/she also receives counselling and skills training. Inmates are subject to rules ensuring behaviour in the best interest of the community. Failure to abide by the rules or to make good use of the program results in an inmate's return to the correctional institution.

COMMUNITY SPONSORED HOUSING PROGRAM

Community Sponsored Housing Program, see Housing Community Housing Division A.

COMMUNITY WORK ORDER PROJECT

Community Work Order Project, see Corr Serv Probation & Parole Adult Br (B).

COMPANIES

Companies, see Corporations, also Business, Industry

COMPENSATION

416-965-2867

ATT GEN, BOARD of NEGOTIATION may act as a mediator to negotiate a settlement when property is expropriated and no agreement can be reached on **compensation** for the expropriation. Either the property owner or the expropriating authority can request the services of the Board of Negotiation.

416-965-2867

ATT GEN, BOARD of VALUATION. Where a power exercised under the Power Corporation Act does not constitute an expropriation or injurious affection, **compensation** shall be paid to the property owner for all damage, and when no agreement is arrived at as to amount of compensation to be paid to the owner, the Board of Valuation shall determine **compensation** for such property damage. If either the owner or the Corporation is dissatisfied with the amount fixed, they may appeal to the Ontario Municipal Board.

416-965-4755

ATT GEN, CRIMINAL INJURIES COMPENSATION BOARD provides **compensation** to victims who have received physical injury as the result of an unprovoked crime of violence, or to the dependents of an innocent victim of a fatal occurrence. Also provides **compensation** to police and others taking part in law enforcement.

416-965-1012

ATT GEN, LAND COMPENSATION BOARD determines **compensation** for land taken through expropriation by a Statutory Authority or consent to arbitration under Ontario legislation, for damages for injurious affection to land caused by a Statutory Authority, for

personal and business damages, and for disturbance damages. The Land Compensation Board provides information on arbitration proceedings for **compensation** and related matters.

416-963-0501

CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) provides **compensation** to victims of accidents caused by drivers of uninsured, stolen and hit and run vehicles by administering the Motor Vehicle Accident Claims Act. Funds are received from vehicle owners who pay a penalty to the licensing office when registering their vehicles without insurance.

416-965-2002

CIV SERV, STAFF RELATIONS DIV represents the Crown as the employer in all collective bargaining in the Ontario Public Service. Determines and coordinates policy on labour relations for all ministries. Collects, analyzes and exchanges data on employment and **compensation** (pay policy) practices in the public and private sectors.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides **compensation** (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. Anyone whose interests are affected may appeal a WCB decision made under the Act. The Board is entirely financed by employer assessments, which also underwrite the safety education programs provided by nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre is in Downsview. The Board maintains two information offices in Toronto and area offices in 12 other Ontario cities. The WCB reports to the Legislature through the Minister of Labour. Contact Head Office or local offices.

COMPOSERS

Composers, see Ontario Arts Council

COMPRESSOR

416-965-4188

CCR, OPERATING ENGINEERS BR promotes safety in the operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, **compressor** and hoisting plants. Certification is based upon the potential operational hazard of the **compressor** or crane.

COMPUTING CENTRES

416-965-3417

GOVT SERV, COMPUTER SERVICES DIV provides comprehensive data processing services including computing, time sharing and system support to authorized users on a cost recovery basis. Three **Computing Centres** in Toronto serve specific ministries: Queen's Park Computing Centre (965-0684), Leaside Data Centre (965-0941), and Downsview Computing Centre (248-3941). Computer Support Services Br (965-1335) is the planning, central technical resource and coordinating arm of the division.

CONCILIATION

416-965-4104

LABOUR, CONCILIATION & MEDIATION SERVICES BR provides **conciliation** officers who help labour and employers to arrive at a settlement of disputes. Mediation officers are provided after the **conciliation** process if necessary. Also undertakes preventive mediation services during the term of an agreement. Parties in a labour dispute must use the government's **conciliation** services before resorting to strikes or lockouts.

CONDITIONAL SALE CONTRACT

Conditional Sale Contract, see CCR Personal Property Registration Br.

CONDOMINIUMS

416-922-3005

CCR, HUDAC NEW HOME WARRANTY PROGRAM. The Ontario New Home Warranties Plan Act which came into effect Dec. 31, 1976, requires registration of all builders of new homes including **condominiums** and mobile homes with the Housing & Urban Development Ass'n. of Canada (HUDAC) New Home Warranty Program, a non-profit corporation. The self-financing program provides a warranty that new and previously unoccupied homes sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from buyers of new homes, **condominiums** and mobile homes. Both builders and buyers can appeal Corporation decisions with the Commercial Registration Appeal Tribunal.

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch telephone number changes to 963-0436 Fall, 1978. The program provides a quality control for surveys, plans and description of land including **condominiums,** for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost or obliterated. Provides financial assistance under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

416-965-6418

HOUSING, SUBDIVISIONS BR implements Ministry program designed to provide adequate housing within a sound planning framework. The province is responsible for approving plans of subdivisions and **condominiums** across Ontario (except where approval power has been delegated to a regional municipality). The branch ensures that these decisions conform to local, provincial and federal policies.

CONFEDERATION

416-965-1020

ADVISORY COMMITTEE ON CONFEDERATION, comprising representatives from various sectors of society, advises the Government through the Cabinet Committee on Confederation on: Ontario's place in **Confederation** and federal-provincial and interprovincial relationships, constitutional matters and means of promoting public awareness of our federal system and ways of improving it.

416-965-1020

CABINET COMMITTEE ON CONFEDERATION advises the government on: the relationship of Ontario to **Confederation** and on related federal-provincial and interprovincial relationships; how the public might acquire further understanding of the advantages of **confederation;** means of greater interaction between Ontarians and the people from the other provinces.

416-965-3340

TE & IA, FEDERAL-PROVINCIAL & Interprovincial Affairs Secretariat provides policy advice on Ontario's participation in federal-provincial and interprovincial relations. Assesses current issues in **Confederation** including such matters as the distribution of powers and the effects of many programs on Ontario's relations within federation. Makes recommendations to ministries on specific federal-provincial or interprovincial issues. Through the Ontario Quebec Permanent Commission promotes educational, public administration and cultural exchanges with Quebec by governments, individuals, groups, schools and organizations.

CONSERVATION AUTHORITIES

416-965-6283

NAT RES, CONSERVATION AUTHORITIES BR encourages the conservation, development and utilization of water and related land resources by providing policy, funding assistance, management and planning direction to **Conservation Authorities,** autonomous bodies established under the Conservation Authorities Act. Provides grants to support resource management projects initiated and undertaken by the Authorities. These include water and land management programs (flood plain mapping, environmental assessment, dams, channel improvements and erosion control structures) and conservation and recreation land management programs (reforestation and woodlot management, wildlife management, outdoor recreation information and education).

CONSERVATION REVIEW BOARD

416-965-2336

CULT & REC, **CONSERVATION REVIEW BOARD** holds hearings arising out of owners' objection to municipal designation of property as historically or architecturally significant. The Board reports its opinion to the municipal council. Hearings are also held where Minister proposes to refuse issuance of archaeological licence, or designates archaeological or historic sites.

CONSOLIDATED REVENUE FUND

416-965-2905

GOVT SERV, GOVERNMENT PAYMENTS BR is responsible for the production of cheques for the Ontario government from the **Consolidated Revenue Fund** or for any major cheque issuing programs developed by an Ontario Government ministry. Reconciles the Consolidated Revenue and major cheque issuing bank accounts. All cheque writing and issuing is done only upon authorized request of each ministry. For specific inquiries, contact ministry concerned.

416-965-1381

OFFICE OF THE PROVINCIAL AUDITOR carries out the statutory requirements imposed under the Audit Act and other statutes of the province. The Provincial Auditor manages the audit of the **Consolidated Revenue Fund** as well as that of ministerial and quasi-judicial agencies.

416-965-1791

REVENUE, PROV OF ONTARIO SAVINGS OFFICE provides general savings bank services to the public in 21 branches throughout the province. The Province of Ontario Savings Office deposits funds in excess of day-to-day requirements with the **Consolidated Revenue Fund.**

416-965-5273

TE & IA, FINANCIAL INFORMATION & ACCOUNTING POLICY BR manages Ontario's requirements in overall government accounting, control & consolidated public and internal financial reporting. Specifically, it: maintains records of all **Consolidated Revenue Fund** transactions; prepares reports for use by the Treasurer before the Legislature, the public and the financial community, e.g. Public Accounts, prospectuses of debentures; operates Central Financial Information Systems by analyzing & consolidating data on revenues, expenditures, budgets, forecasts & statistics; provides all ministries/agencies with direction on financial transactions to ensure quality and comprehension of accounting & financial management policies; coordinates interministry effort on 'in-house' systems to ensure compatibility with Central Financial Information systems; provides expertise on all accounting and financial matters as referred by Management Board and all ministries/agencies; provides liaison with banking community.

CONSTITUTIONAL

416-965-4118

ATT GEN, CROWN LAW OFFICE, CIVIL Law provides the Ontario Government with civil litigation in all levels of courts, boards and tribunals. Provides professional advice and legal opinions to all government ministries, agencies and tribunals. Examines applications for judicial review to determine if an intervention will be made on behalf of the Attorney General. Deals with claims for and against the Crown. Answers inquiries from the public on statutes administered by this ministry. Acts for the Queen's Proctor in divorce matters. The **Constitutional** Law Branch of this office handles cases involving constitutional questions.

CONSTRUCTION INDUSTRY

416-965-7161

LABOUR, CONSTRUCTION HEALTH & SAFETY BR is concerned with protecting the occupational health and safety of employees in the **construction industry,** including work on buildings, streets, sewers, water mains, underground work, and work under compressed air. The Branch periodically inspects construction sites, investigates fatalities and serious accidents and provides consultative services to all involved in the **construction industry,** e.g. labour, management, contractors, designers. Safety publications are available. Contact Queen's Park or District Offices.

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, equal pay for equal work, termination of employment and equal benefits. May also collect unpaid wages on behalf of employees. Provides means for employees and employers to jointly petition Government for a schedule of wages and working conditions for their particular industry or trade. Also regulates and licenses employment agencies (965-0631). Provides for setting of wages rates and working conditions for **construction industry** and maintenance workers employed on government contracts. Employment Adjustment Services (965-3303) provides consulting services to employers and employees on termination of employment legislation and on adjustment programs available in situations of mass terminations of employment. Contact regional office.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and **construction industry** employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the **construction industry.** The Board cannot advise on rights and duties in situations that may come before it.

416-965-5533

LABOUR, STANDARDS & PROGRAMS BR coordinates: gathering of information about and analysis of specific occupational health & safety hazards; providing detailed action plans & programs to control hazards in industry, e.g. **construction industry,** mining, logging industry. Assists operating branches in developing operation procedures; coordinates short & long range objectives, evaluation mechanisms; maintains occupational health statistics, e.g. injuries, illnesses. Coordinates development & distribution of standards information & guidelines. Provides information on occupational health and safety (outside Metro call Zenith 5-9500) and liaises with related public and private sector advisory services. Advisory Service Section (965-8710) provides policy and administrative support for Provincial Lottery Fund Awards Committees on grants for occupational health research. Write to: Standards & Programs Br, Min. of Labour, 400 University Ave., 9th Flr., Toronto M7A 1T7.

CONSUMER

416-963-0441

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of any business registered under the following Acts: **Consumer** Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such a business establishment is registered. For registration call 963-0446; for renewals 963-0444, and for revisions 963-0448.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, **consumer** credit reporting agencies, collection agencies, pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-0331

CCR, CONSUMER ADVISORY SERVICES BR operates Consumer Services Bureaux across Ontario (see CCR Consumer Services Bureau). The branch has officers who can speak to **consumer** and business groups on consumer protection laws under the Business Practices Division.

416-963-1111

CCR, CONSUMER INFORMATION CENTRE, part of Communications Services Branch, provides bilingual **consumer** information service for the general public, a library of **consumer** and corporate resource materials, previewing of materials by mail for **consumer** educators, and consulting services to professionals working with consumers in the field.

416-963-0321

CCR, CONSUMER SERVICES BUREAU answers **consumer** inquiries & attempts to mediate **consumer** complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private bailiffs), Business Practices, Collection Agencies, Consumer Protection Bureau, Consumer Reporting, (credit reporting and personal investigation agencies), Mortgage Brokers, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of paperbacks & periodicals), Pyramidic Sales (pyramidic schemes), Real Estate & Business Brokers, Travel Industry (travel agents & wholesalers). The Business Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the **consumer** with redress procedures.

CONSUMER & COMMERCIAL RELATIONS

Consumer & Commercial Relations, Ministry of, see CCR Branch Name

CONSUMER PRICES

416-965-7078

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, business, households, labour force, migration, **consumer prices.** For general social and economic statistics including population, manufacturing, energy, call 965-7078; credit

unions, registration of mortgages, health expenditure, call 965-3792; gross provincial product & economic accounts for Ontario, demographic and social statistics, estimates and projections, call 965-2217.

CONTAMINANTS

Contaminants, see Pollution

CONVENTIONS

416-965-5764

IND & TOUR, TOURISM MARKETING BR promotes tourism, **conventions** and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, exhibitions, attractions, facilities and tours. Provides up-to-date ski and road reports, campgrounds vacancy information and fall colour reports. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program and advertises Ontario to the consumer travel trade and **conventions** markets (965-9991).

CONVICT

Convict, see Inmates

COOPERATIVES

416-963-0387

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and **cooperatives,** and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-963-0515

CCR, COOPERATIVE SERVICES BR administers the legislation affecting **cooperatives.** Also gives advice and information to co-ops or individuals on their incorporation.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (A). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides for construction of Family and Senior Citizen Units where requested by municipalities in accordance with need. Rural & Native Housing Program provides mortgage geared-to-income housing mostly to native peoples in rural and remote areas. Community Sponsored Housing Program encourages community groups and municipalities to form non-profit housing corporations **(cooperatives)** to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

CORONERS

416-965-7338

ATT GEN, CROWN ATTORNEYS' OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend **coroners** inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-6678

SOL GEN, CHIEF CORONER'S OFFICE. **Coroners** investigate sudden and violent deaths; warn the public re prevention of similar deaths; order autopsies for medical legal reasons; conduct inquests; sign certificates for cremation and for shipment of bodies out of Ontario; complete medical certificates of death in coroners' cases. The Office administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Adults may give consent by signing donor section of driver's licence or donor card available from Coroner's Office, orally during last illness in presence of at least two witnesses, or in writing. The Office inspects Schools of Anatomy in Ontario and supplies them with donated or unclaimed bodies. Contact Regional Coroner (York Region: 965-6678).

CORPORATIONS

Corporations, see also Business.

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Powers of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of **corporations** undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and **corporations;** to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving

orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-0387

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business **corporations,** and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-963-0543

CCR, COMPANIES SERVICES BR CORPORATION INFORMATION section deals with **corporations** in their filing of notices of change, by-laws, special resolutions, cancellation of charters (letters patent, certificates of incorporation) and extra-provincial licences. Also deals with arrears statements re notices of change, default notices and revival of **corporations.**

416-963-0547

CCR, COMPANIES SERVICES BR CORPORATION NAMES Section deals with the approval and reservation of corporate names for new incorporations and proposed changes of names by existing **corporations.**

416-963-0510

CCR, COMPANIES SERVICES BR PARTNERSHIPS REGISTRATION Section deals with registration of partnerships, limited partnerships and proprietorships. Registers **corporations** that carry on business in Ontario by a name or style other than its corporate name. Also registers dissolution or withdrawal of these businesses and conducts public searches of documents relating to all the above business ventures.

416-963-0389

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of **corporations,** files, certificates of corporation status and registration of corporation securities such as mortgages, bonds, debentures (963-0390). Can provide copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-963-0373

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by **corporations,** and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

CORPORATIONS TAX

416-965-1160

REVENUE, CORPORATIONS TAX BR administers the **Corporations Tax** Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Answers questions on **corporations tax** exemptions under the Venture Investment Corporations Act (965-4040). Also

answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives **corporations tax** and land tax refunds. For information on Land Transfer and Land Speculation Taxes, call 965-1774.

CORPSE

Corpse, see Bodies

CORR SERV ACCOUNTS

416-750-3450

CORR SERV, ACCOUNTS Section is responsible for the ministry's accounting functions. For a description of section activities see the first entry under Accounting.

CORR SERV BAILIFF SERVICES

416-750-3380

CORR SERV, BAILIFF SERVICES is responsible for classifying inmates of provincial correctional institutions, all of whom have reformatory sentences (i.e., sentences of up to two years less one day). The branch is responsible for and records movement of all sentenced inmates within Ontario and handles transfer of federal inmates from provincial jails to the Canadian penitentiary system.

CORR SERV COMMUNITY RESOURCE CENTRES

416-750-3400

CORR SERV, COMMUNITY RESOURCE CENTRES house inmates serving sentences in Ontario correctional institutions. The centres are operated by community organizations under contract to the Ministry. An inmate wishing to pursue an employment or education program outside the institution applies for a transfer to the Community Resource Centre where he/she also receives counselling and skills training. Inmates are subject to rules ensuring behaviour in the best interest of the community. Failure to abide by the rules or to make good use of the program results in an inmate's return to the correctional institution.

CORR SERV EDUCATION BR

416-750-3445

CORR SERV, EDUCATION BR administers educational programs and ensures that they meet the academic and vocational needs of inmates in adult training centres, correctional institutions and detention centres across the province. Develops curricula and provides teachers with professional supervision.

CORR SERV FOOD SERVICES BR

416-750-3366

CORR SERV, FOOD SERVICES BR endeavours to provide those under the care of the ministry with a nutritionally adequate diet and teaches food service job skills to inmates who display aptitude and desire for this type of training. Operational and training programs are conducted in the institutions, coordinated through the ministry main office.

CORR SERV INDUSTRIAL PROGRAMS BR

416-750-3417

CORR SERV, INDUSTRIAL PROGRAMS BR develops and coordinates industrial programs in correctional institutions such as manufacturing provincial park picnic tables, institutional furniture, motor vehicle licence plates, and canned fruit and vegetables, to encourage meaningful and productive activities by inmates.

CORR SERV INFORMATION SERVICES BR

416-750-3421

CORR SERV, INFORMATION SERVICES BR is the information service for the Ministry of Correctional Services. For a description of activities, see first entry under Information Service.

CORR SERV INSPECTION AND INVESTIGATION BR

416-750-3327

CORR SERV, INSPECTION AND INVESTIGATION BR regularly inspects provincial correctional institutions housing adult offenders to ensure their safety, security and well being. Also conducts internal investigations as required by the ministry.

CORR SERV INTERNAL AUDIT BR

416-750-3372

CORR SERV, INTERNAL AUDIT BR is responsible for the ministry's audit function. For a description of the function, see first entry under Audit.

CORR SERV LEGAL SERVICES BR

416-750-3319

CORR SERV, LEGAL SERVICES BR provides legal services for the Ministry of Correctional Services. For a description of branch activities, see first entry under Legal Services.

CORR SERV MANAGEMENT DATA SERVICES

416-750-3411

CORR SERV, MANAGEMENT DATA SERVICES BR supplies the ministry with financial management, data processing, client information systems, records management and systems development.

CORR SERV NURSING BR

416-750-3366

CORR SERV, NURSING BR provides nursing service to correctional institutions. Twenty-four hour service is administered in the two largest institutions. The nurses contribute to the institutional health education program by health counselling and health needs assessment.

CORR SERV ONTARIO BOARD OF PAROLE

416-750-3360

CORR SERV, ONTARIO BOARD OF PAROLE considers for parole inmates serving sentences which include indefinite terms. The Ontario Board of Parole only reviews terms of persons in provincial correctional institutions, not of those in federal institutions.

CORR SERV PERSONNEL BR

416-750-3335

CORR SERV, PERSONNEL BR performs the personnel functions for the Ministry of Correctional Services. For a description of branch acitivites, see first entry under Personnel. Also operates summer employment programs for students based on experience and assigned-task projects for four month work periods in institutions.

CORR SERV PLANNING AND RESEARCH BR

416-750-3358

CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for programs in correctional institutions and the community. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain access to inmates, records and staff of correctional institutions. Also reviews requests for grants for corrections research.

CORR SERV PROBATION & PAROLE ADULT BR (A)

416-750-3440

CORR SERV, PROBATION & PAROLE ADULT BR (A) works closely with all Courts of criminal jurisdiction in Ontario and the Ontario Board of Parole on probation requirements: providing pre-sentence reports to the courts and pre-release reports to the Ontario Board of Parole, assisting probationers, providing supervision and assistance to offenders on parole and to others who need it after release from correctional institutions. Assistance includes counselling and guidance in finding employment, housing, food, clothing, etc. Contact local probation field office. See also Corr Serv Probation & Parole Adult Br (B).

CORR SERV PROBATION & PAROLE ADULT BR (B)

416-750-3440

CORR SERV, PROBATION & PAROLE ADULT BR (B). The Community Work Order (C.W.O) Project assigns non-violent offenders to perform service to the community as a condition of a probation order. The Project does not eliminate opportunities for paid employment because tasks are those normally done by volunteers or in reparation to victims for damage done by offenders. Seven pilot projects across Ontario are being evaluated over a two-year period. To inquire about volunteer help on C.W.O., organizations with projects of tangible benefit to the community should write: Provincial Coordinator, Community Work Order Project, Min. of Correctional Services, 2001 Eglinton Ave. East, Scarborough, Ont. M1L 4P1. See also Corr Serv Probation & Parole Adult Br (A).

CORR SERV PROGRAM CONSULTATION & DEVELOPMENT DIV

416-750-3366

CORR SERV, PROGRAM CONSULTATION & DEVELOPMENT DIV provides consultative services to programs of the Ministry. Consultants in psychiatry, dentistry, psychology, social work and chaplaincy are responsible for planning and supervision of services in these fields. Library Services Br (750-3481) provides library services to inmates under the Ministry's jurisdiction. Branches in this division are described separately in this index. See Corr Serv: Education Br, Food Services Br, Industrial Programs Br, Nursing Br, Recreation Br, Staff Training & Development Br and Volunteer Programs Br.

CORR SERV RECREATION BR

416-750-3366

CORR SERV, RECREATION BR provides leisure education programs and a wide variety of recreation activities to people in the care of the ministry. Programs are designed to bring inmates into contact with the public in controlled settings both in the institution and the community. In many institutions, recreation facilities such as gymnasia and playing fields are used by the community under certain conditions. Inmates assist in community programs as officials and in other volunteer roles.

CORR SERV STAFF TRAINING AND DEVELOPMENT

416-669-9695

CORR SERV, STAFF TRAINING AND DEVELOPMENT BR provides the ministry with courses to meet staff training needs. The Staff Development Centre in Concord, Ontario, as well as regional centres in Sudbury, Guelph, Cobourg and Brampton are equipped with classroom facilities and audio-visual materials.

CORR SERV SUPPLY AND SERVICES BR

416-750-3501

CORR SERV, SUPPLY AND SERVICES BR coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing ministry offices, correctional institutions and forestry camps. Office Services Section (phone: 750-3321) provides mail and messenger, stationery and printed forms stores, and duplicating services for the ministry. See first entry under Administrative Services for further description of this function.

CORR SERV TEMPORARY ABSENCE BR

416-750-3404

CORR SERV, TEMPORARY ABSENCE BR operates the Temporary Absence program which allows inmates, through conditionally approved permits on a day to day basis, or for further specified periods as authorized, to commence or continue their education or jobs while residing in correctional institutions serving their sentences. The Temporary Absence program is also used to screen offenders who want to visit their homes to maintain family and community ties, to attend hospital for diagnosis and treatment, and for job or educational interviews. Contact the regional institution housing the inmate, or the Coordinator, Temporary Absence Branch.

CORR SERV VOLUNTEER PROGRAMS BR

416-750-3475

CORR SERV, VOLUNTEER PROGRAMS BR coordinates the recruiting, screening, training and supervision of volunteer workers who are involved in rehabilitation programs of the ministry. Volunteers are active in adult institutions, detention centres, jails, and with probationers and parolees. There are opportunities for volunteer participation in most areas of the province.

CORRECTIONAL INSTITUTIONS

416-750-3445

CORR SERV, EDUCATION BR administers educational programs and ensures that they meet the academic and vocational needs of inmates in adult training centres, **correctional institutions** and detention centres across the province. Develops curricula and provides teachers with professional supervision.

416-750-3417

CORR SERV, INDUSTRIAL PROGRAMS BR develops and coordinates industrial programs in **correctional institutions** such as manufacturing provincial park picnic tables, institutional furniture, motor vehicle licence plates, and canned fruit and vegetables, to encourage meaningful and productive activities by inmates.

416-750-3327

CORR SERV, INSPECTION AND INVESTIGATION BR regularly inspects provincial **correctional institutions** housing adult offenders to ensure their safety, security and well being. Also conducts internal investigations as required by the ministry.

416-750-3366

CORR SERV, NURSING BR provides nursing service to **correctional institutions.** Twenty-four hour service is administered in the two largest institutions. The nurses contribute to the institutional health education program by health counselling and health needs assessment.

416-750-3358

CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for programs in **correctional institutions** and the community. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain access to inmates, records and staff of **correctional institutions.** Also reviews requests for grants for corrections research.

416-750-3501

CORR SERV, SUPPLY AND SERVICES BR coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing ministry offices, **correctional institutions** and forestry camps. Office Services Section (phone: 750-3321) provides mail and messenger, stationery and printed forms stores, and duplicating services for the ministry. See first entry under Administrative Services for further description of this function.

CORRECTIONAL SERVICES

Correctional Services, Ministry of, see CORR SERV Branch Name.

CORRECTIONS RESEARCH

416-750-3358

CORR SERV, PLANNING AND RESEARCH BR conducts **corrections research** to develop policy and long-range planning for programs in correctional institutions and the community. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain access to inmates, records and staff of correctional institutions. Also reviews requests for grants for **corrections research.**

CORRESPONDENCE COURSES

416-965-2657

EDUC, CORRESPONDENCE EDUCATION BR provides Ontario residents with the opportunity to obtain or supplement elementary and secondary education through **correspondence courses.** All courses have the same credit values as those offered by an Ontario elementary, secondary or inspected private schools and certificates are given to students upon the successful completion of courses. The Branch also presents secondary school graduation and honour graduation diplomas to qualified students. For details about eligibility, courses and services of the branch call, write or visit Correspondence Education Branch, 909 Yonge St., Toronto M4W 3G2, or contact Ministry Regional Offices.

COUNSELLING

Counselling, see specific subject, e.g. Business, Credit, Debt. Counselling in the Ontario Public Service, see Govt Serv Employee Advisory Service.

COUNTERFEITING

416-965-8117

SOL GEN, OPP, ANTI-RACKETS BR provides assistance to all police forces and government agencies in Ontario on investigations relating to white collar crime, frauds, rackets, schemes, **counterfeiting** and forgery. For general inquiries, contact 965-8117. For inquiries on **counterfeiting** call 965-1883.

COUNTY

County, see Municipalities

COURTS

Courts, see also Supreme Court of Ontario, also Surrogate Court.

416-965-7351

ATT GEN, COUNTY AND DISTRICT **COURTS** have jurisdiction in both civil and criminal cases. Jurisdiction in civil cases is determined by nature of action and by amount claimed; in general the limit is $7,500. Statutes under which the **courts** handle proceedings include: Landlord and Tenant, Change of Name (applications for name changes), Child Welfare (adoptions) and Mental Incompetency (rights of the mentally incompetent). Persons rarely appear without legal counsel and in many cases either party may require trial by judge and jury. Criminal jurisdiction involves handling of trials, with or without jury, of all indictable offences with the exception of murder, piracy on the high seas and sedition. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Elsewhere, contact appropriate county or district court.

416-965-2816

ATT GEN, **COURTS** ADMINISTRATION PROGRAM manages the civil and criminal **courts** in Ontario. Ensures provision of adequate administrative services to county, Small Claims, Surrogate Court and Supreme Court of Ontario offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the peace, notaries public and commissioners of oaths or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

ATT GEN, PROVINCIAL **COURTS,** CRIMINAL DIV, presided over by judges appointed by the Ontario government, deal with approximately 90% of all criminal cases under the Criminal Code of Canada, all offences under the Statutes of Ontario and of Canada and all offences arising from infraction of local by-laws of municipalities and their boards. A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the High Court of Justice may elect to be tried before a County or District Court Judge sitting either alone or with a jury. Contact local County or District Court.

416-965-7523

ATT GEN, PROVINCIAL **COURTS** CRIMINAL DIV, METRO Toronto deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the **Courts** offices (965-7534 if paid in person; 965-7515 if paid by mail). Summons Issuance (965-2177) issues summonses for minor criminal and liquor law violations. For inquiries re: payment of fines following conviction and driver's licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the court's branches or to the Bail Office (965-7522). Civil marriages are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-924-0631

ATT GEN, PROVINCIAL **COURTS** FAMILY DIV deal with Domestic Law (financial support orders for deserted wives & children, paternity suits & support of illegitimate children); Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (Juveniles, between 7 and 16 yrs); and a few criminal offences in a family context. For Chief Judge's office phone 457-5170. There is a court in each county. In the Judicial District of York the **courts** are: main branch, 924-0631; Scarborough, 755-9209; Etobicoke, 236-2553; North York, 226-5031 and Newmarket, 895-8661. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by juveniles may prefer a private complaint.

416-965-5591

ATT GEN, REFEREE of the SMALL CLAIMS **COURTS** of the Judicial District of York assists people with counselling on debt problems, particularly with summonses and garnishments before and after judgment. Public must telephone for appointment and bring complete information regarding income, expenses, debts and creditors. The Small Claims Court Referee's mailing address is: 425 University Ave., Rm. 201, Toronto M5G 1T6. This office also acts as Small Claims Referee in the Judicial District of Durham. Appointments (for evening interviews only) should be made with the Clerk of the First Small Claims Court, 501 Brock St. South, Whitby L1N 4K8, tel. 416-668-3624.

ATT GEN, SMALL CLAIMS **COURTS,** the lowest level of trial courts in Ontario, have jurisdiction to adjudicate civil disputes where the amount claimed does not exceed $1000. There are 129 small claims **courts** in Ontario; for location or phone numbers call Courts Administration Program, 965-7945 or consult government listing in local telephone directory.

416-750-3440

CORR SERV, PROBATION & PAROLE ADULT BR (A) works closely with all **Courts** of criminal jurisdiction in Ontario and the Ontario Board of Parole on probation requirements: providing pre-sentence reports to the **courts** and pre-release reports to the Ontario Board of Parole, assisting probationers, providing supervision and assistance to offenders on parole and to others who need it after release from correctional institutions. Assistance includes counselling and guidance in finding employment, housing, food, clothing, etc. Contact local probation field office. See also Corr Serv Probation & Parole Adult Br (B).

CRAFTS

Crafts, see also Arts

416-965-6763
CULT & REC, RESOURCE CENTRE and Library under the Administrative Services Br maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and **crafts,** native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

CRANE

Crane, see Hoisting Plants

CREDIT

416-965-7661
AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers **Credit** Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

416-965-4728
CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer **credit** reporting agencies, collection agencies, pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-0321
CCR, CONSUMER SERVICES BUREAU answers consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private bailiffs), Business Practices, Collection Agencies, Consumer Protection Bureau, Consumer Reporting, (**credit** reporting and personal investigation agencies), Mortgage Brokers, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of paperbacks & periodicals), Pyramidic Sales (pyramidic schemes), Real Estate & Business Brokers, Travel Industry (travel agents & wholesalers). The Business Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the consumer with redress procedures.

416-963-0366

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers registers and investigates complaints about private bailiffs, collection agencies, consumer reporting agencies (**credit** and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for pyramidic schemes under the Pyramidic Sales Act. Recommends appointments under the Bailiffs Act.

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs administered by municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care or prescribed drugs, prosthetics, dental & optical needs and for burials. Provides advice and operating subsidies to **credit** counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-2914

TE & IA, FINANCE MANAGEMENT BR provides management and direction to the Province's requirements in the areas of cash management, debt management, finance structure and policy. Specifically, the Branch controls and manages the government's cash flows to ensure that obligations are met without default and that surplus funds are invested; issues and retires Province of Ontario debt securities (debentures) and treasury bills. Provides direction to government debt management requirements and coordinates overall debt policy regarding public and non-public financing of the Province, Ontario Hydro and all boards, commissions and agencies utilizing provincial guarantee. Provides research, policy recommendations and policy implementation in public finance to ensure sound strategy and to preserve Ontario's **credit** worthiness.

CREDIT UNIONS

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of **credit unions** from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-0515

CCR, CREDIT UNIONS BR supervises, requires licences and sets minimum standards for **credit unions** and caisses populaires. These standards govern the incorporation, management audit and dissolution of **credit unions.**

416-963-0471

CCR, FINANCIAL INSTITUTIONS DIV issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes, and on deposits and mortgages with loan and trust companies. Licenses insurance agents, brokers, salesmen, adjusters and investigates complaints. Deposits in **credit unions** and caisses populaires are insured with the Ontario Share & Deposit Insurance Corporation (OSDIC) (759-9778).

416-965-7078

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, business, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturing, energy, call 965-7078; **credit unions,** registration of mortgages, health expenditure, call 965-3792; gross provincial product & economic accounts for Ontario, demographic and social statistics, estimates and projections, call 965-2217.

CREMATION

416-965-6678

SOL GEN, CHIEF CORONER'S OFFICE. Coroners investigate sudden and violent deaths; warn the public re prevention of similar deaths; order autopsies for medical legal reasons; conduct inquests; sign certificates for **cremation** and for shipment of bodies out of Ontario; complete medical certificates of death in coroners' cases. The Office administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Adults may give consent by signing donor section of driver's licence or donor card available from Coroner's Office, orally during last illness in presence of at least two witnesses, or in writing. The Office inspects Schools of Anatomy in Ontario and supplies them with donated or unclaimed bodies. Contact Regional Coroner (York Region: 965-6678).

CREMATORIUM

Crematorium, see Cemeteries

CRIMINAL

Criminal, see also Inmates

416-965-7351

ATT GEN, COUNTY AND DISTRICT COURTS have jurisdiction in both civil and **criminal** cases. Jurisdiction in civil cases is determined by nature of action and by amount claimed; in general the limit is $7,500. Statutes under which the courts handle proceedings include: Landlord and Tenant, Change of Name (applications for name changes), Child

Welfare (adoptions) and Mental Incompetency (rights of the mentally incompetent). Persons rarely appear without legal counsel and in many cases either party may require trial by judge and jury. **Criminal** jurisdiction involves handling of trials, with or without jury, of all indictable offences with the exception of murder, piracy on the high seas and sedition. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Elsewhere, contact appropriate county or district court.

416-965-3912

ATT GEN, CROWN ATTORNEYS System supervises Crown Attorneys in 47 districts and counties throughout Ontario. Provides consultation with Crown Attorneys with respect to particular **criminal** matters. Responsible for hiring Crown staff. Consults with other ministries on administrative matters, e.g. Crown Attorneys' office accommodation.

416-965-0650

ATT GEN, CROWN LAW OFFICE, CRIMINAL LAW is responsible for the preparation and argument of all **criminal** appeals in indictable offences in the province, whether the Crown is the Respondent or the Appellant. Conducts special prosecutions. The branch deals with the judiciary, Crown attorneys, the police and the public.

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, presided over by judges appointed by the Ontario government, deal with approximately 90% of all **criminal** cases under the Criminal Code of Canada, all offences under the Statutes of Ontario and of Canada and all offences arising from infraction of local by-laws of municipalities and their boards. A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the High Court of Justice may elect to be tried before a County or District Court Judge sitting either alone or with a jury. Contact local County or District Court.

416-965-7523

ATT GEN, PROVINCIAL COURTS **CRIMINAL** DIV, METRO Toronto deal with all **criminal** charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Courts offices (965-7534 if paid in person; 965-7515 if paid by mail). Summons Issuance (965-2177) issues summonses for minor **criminal** and liquor law violations. For inquiries re: payment of fines following conviction and driver's licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the court's branches or to the Bail Office (965-7522). Civil marriages are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-924-0631

ATT GEN, PROVINCIAL COURTS FAMILY DIV deal with Domestic Law (financial support orders for deserted wives & children, paternity suits & support of illegitimate children); Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (Juveniles, between 7 and 16 yrs); and a few **criminal** offences in a family context. For Chief Judge's office phone 457-5170. There is a court in each county. In the Judicial District of York the courts are: main branch, 924-0631; Scarborough, 755-9209; Etobicoke, 236-2553; North York, 226-5031 and Newmarket, 895-8661. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by juveniles may prefer a private complaint.

CRIMINAL ACTIVITIES

Criminal Activities, see also Organized Crime, Criminal

416-965-4456

SOL GEN, OPP, CENTRAL RECORDS & COMMUNICATIONS BR maintains a central police records centre, the Ontario Provincial Police (OPP) teletype network, and Canadian Police Information Centre (CPIC) computer terminals at OPP installations. The branch provides management information; also disseminates information to law enforcement agencies on **criminal activities,** suspended Ontario drivers, and vehicles registration.

416-965-8105

SOL GEN, OPP, CRIMINAL INVESTIGATION BR provides assistance to all police forces in Ontario, and to other Ontario Government Agencies, in the investigation of serious **criminal activities.**

CRIMINAL CODE

416-965-7338

ATT GEN, CROWN ATTORNEYS' OFFICE, Judicial District of York prosecutes all **Criminal Code** of Canada offences occurring within this Judicial District. Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, presided over by judges appointed by the Ontario government, deal with approximately 90% of all criminal cases under the **Criminal Code** of Canada, all offences under the Statutes of Ontario and of Canada and all offences arising from infraction of local by-laws of municipalities and their boards. A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the High Court of Justice may elect to be tried before a County or District Court Judge sitting either alone or with a jury. Contact local County or District Court.

416-963-0272

CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include bingos, raffles and games of chance operated within the **Criminal Code** of Canada. Copies of the regulations are available from the branch on request.

416-965-4488

SOL GEN, OPP, REGISTRAR OF FIREARMS approves issuing of permits to register and carry firearms in Ontario as outlined in the **Criminal Code** (Canada). An amendment to the **Criminal Code** has been passed and will be effective as of January, 1979 requiring a firearm acquisition certificate for the purchase of firearms. This office maintains a central registry of all Ontario's registered firearms.

CRIMINAL INJURIES COMPENSATION BOARD

416-965-4755

ATT GEN, **CRIMINAL INJURIES COMPENSATION BOARD** provides compensation to victims who have received physical injury as the result of an unprovoked crime of violence, or to the dependents of an innocent victim of a fatal occurrence. Also provides compensation to police and others taking part in law enforcement.

CRIMINAL INTELLIGENCE

416-965-6071

SOL GEN, ONTARIO POLICE COMMISSION ensures adequate Ontario policing by organizing, training and encouraging use of modern technology and cooperation among police in all municipalities for efficient law enforcement. Advises on organization of police in regional governments. Coordinates police communications and info systems (CPIC - Canadian Police Information Centre). Analyzes and disseminates **criminal intelligence** information (CISO - Criminal Intelligence Service, Ont.). Ontario Police Commission trains all levels of police personnel at Ontario Police College, Aylmer, Ontario.

CROP COMPETITIONS

416-965-1091

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives grants to all the agricultural societies in Ontario for exhibitions, fairs, **crop competitions,** improvements to buildings and grounds, commercial and educational displays. Also gives grants to horticultural societies and plowing matches. The branch is the headquarters of the Ontario Plowmen's Association which sponsors the International Plowing Match and Farm Machinery Show.

CROP INSURANCE

416-965-1811

AG & FOOD, ONTARIO CROP INSURANCE COMMISSION makes available to farmers a **crop insurance** plan for all commercial insurance crops. Its Farm Income Stabilization Program provides financial assistance during periods of low crop yields to farmers producing commodities covered by **crop insurance.** Contact Regional Crop Insurance Commission office.

CROPS

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, **crops,** machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H (4-H) and Junior Farmers programs which provide agricultural and leadership training as well as social benefits for youth in rural areas. The branch is headquarters for the Junior Farmers' Association of Ontario. Contact AG REPS in county or district offices.

416-965-1058
AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal **crops.** Licenses and controls dealers of fruit & vegetables. Issues licences to nurseries, and controls disease found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) production, packaging, wholesaling and retailing. Contact county or district office.

416-965-1811
AG & FOOD, ONTARIO CROP INSURANCE COMMISSION makes available to farmers a crop insurance plan for all commercial insurance **crops.** Its Farm Income Stabilization Program provides financial assistance during periods of low crop yields to farmers producing commodities covered by crop insurance. Contact Regional Crop Insurance Commission office.

416-965-1081
AG & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and horticultural **crops.** Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household and urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

CROWN ATTORNEYS

416-965-3912
ATT GEN, CROWN ATTORNEYS System supervises **Crown Attorneys** in 47 districts and counties throughout Ontario. Provides consultation with **Crown Attorneys** with respect to particular criminal matters. Responsible for hiring Crown staff. Consults with other ministries on administrative matters, e.g. Crown Attorneys' office accommodation.

416-965-7338
ATT GEN, CROWN ATTORNEYS' OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. **Crown Attorneys** inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

CROWN EMPLOYEES GRIEVANCE SETTLEMENT

Crown Employees Grievance Settlement, see Civ Serv Public Service Appeal Boards.

CROWN LAND

Crown Land, see also Land, also Land Patents

416-965-2761

NAT RES, FINANCIAL SERVICES BR, besides the financial management and accounting functions as outlined in the first entry under Accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of **Crown land,** mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-2814 or regional or district offices.

416-965-2899

NAT RES, LAND USE COORDINATION BR establishes methods and procedures to coordinate planning for the use of **Crown land.** Participates in land use planning done by other ministries. Prepares lake plans. Coordinates the preparation of environmental assessments for the Ministry subject to the Environmental Assessment Act, 1975 (965-5344). Coordinates the review of plans of municipalities and other agencies relative to this ministry's plans and programs.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of **Crown land** and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to prospectors, registration and disposition of Crown mining lands and licensing of sand and gravel removals from **Crown land.** Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly **Crown land.** Maintains acreage tax rolls; carries out forfeiture process for patented mining lands.

416-965-6225

NAT RES, SURVEYS & MAPPING BR (A) provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, geological and other thematic maps for ministry field surveys. Drafting Services Section (965-7108) provides drafting, mapping and graphics support to the ministry. Geographical Referencing Section (965-4538) carries out research and development in automated cartography and associated digital information systems. Operates and maintains provincial control survey data bank, sets standards for control surveys and establishes base lines for instrument calibration. Cadastral Surveys Section (965-2714) installs and maintains control surveys. Has data from ministry and private surveyors on resurveys of township boundaries and **Crown land** surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Br B for other activities.

CULT & REC ADMINISTRATIVE SERVICES BR

416-965-7486

CULT & REC, ADMINISTRATIVE SERVICES BR provides office and other central administrative services for the ministry and its agencies. These include: purchasing of goods and services (965-1237), mail, messenger services and stockroom supplies (965-4644), records and forms management, office services such as maintenance of manuals and directories, assets control, safety supervision and accommodation services including acquisition and design of office space. The branch is responsible for the Resource Centre & Library (965-6763). See Cult & Rec Resource Centre for description of its functions.

CULT & REC ARCHIVES OF ONTARIO

416-965-4030

CULT & REC, ARCHIVES OF ONTARIO acquires significant unpublished documents to preserve Ontario's historical heritage and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies through statutory control, important non-current records, and from other sources through donation or purchase, any important historical manuscripts, maps, pictures, photographs, early newspapers. Maintains a conservation laboratory for document restoration of archives' holdings. Operates a public reading room for those doing historical, administrative, legal or other research. Welcomes information on the location of historical material. Also advises and assists ministries and agencies on economic and efficient records management, forms control, microrecording, correspondence, reports. Coordinates Records Management training courses (965-2187).

CULT & REC ART GALLERY OF ONTARIO

416-361-0414

CULT & REC, ART GALLERY OF ONTARIO cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The Grange, a restored historic Toronto house. Circulates exhibitions to Ontario communities. Offers an art rental service, art book shop, audio-visual library, art reference library, art classes, tours and speakers bureau.

CULT & REC ARTS SERVICES BR

416-965-6256

CULT & REC, ARTS SERVICES BR develops policies and programs to encourage excellence in the arts and wider participation in arts activities. Provides operating grants to provincial cultural institutions and agencies, provincial arts service organizations, eligible public art galleries and certain arts training institutions. Administers the Wintario Non-Capital Arts Program and provides grants for cultural exchange programs between Ontario and other provinces and countries. For further information see Cult & Rec Cultural Exchange Program and Cult & Rec Public Art Galleries Grants. Coordinates the Outreach Ontario and Festival Ontario programs also listed individually in this Index. Contact field office or main office.

CULT & REC CAPITAL SUPPORT UNIT

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres (965-8433), sports facilities, arts facilities such as concert and exhibition halls, theatres, museums, heritage conservation projects, facilities for libraries and multicultural centres. Contact regional offices or main office.

CULT & REC CITIZENS' INQUIRY BRANCH

416-965-3535

CULT & REC, CITIZENS' INQUIRY BRANCH is an information service which refers the inquirer to the appropriate source of Ontario Government information or coordinates information and services for those unable to do so themselves. Serves the public both directly and by assisting other government offices, the Queen's Park switchboard, Members of

Provincial Parliament, Community Information Centres, libraries, community and private organizations, and those referred from these sources. Also prepares publications such as the KWIC Index to the Government of Ontario.

CULT & REC CITIZENSHIP BR

416-965-1192

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and assistance in gaining access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

CULT & REC CJRT-FM

416-595-5281

CULT & REC, CJRT-FM provides educational opportunities for the citizens of Ontario by offering university level credit courses as well as programming designed to provide a better understanding and appreciation of such fields of interest as the arts, music and literature. All program content including the open sector programming is presented in a non-commercial format.

CULT & REC COMMUNICATIONS BR

416-965-0615

CULT & REC, COMMUNICATIONS BR provides communications policy advice in addition to writing and supplying editorial and media relations services to the Minister, Deputy Minister and all programs of the Ministry of Culture and Recreation. Provides information service to the public about activities of the ministry.

CULT & REC COMMUNICATIONS BR PUBLICATIONS

416-965-6761

CULT & REC, COMMUNICATIONS BR, PUBLICATIONS UNIT coordinates total output of ministry publications. Edits manuscripts, prepares copy, artwork and camera-ready assemblies, arranges production and maintains stock control. Monitors ministry resource material to ensure style consistency and quality. Ministry publications are available from Ontario Government Bookstore or originating branch.

CULT & REC COMMUNITY INFORMATION SERVICES

416-965-3314

CULT & REC, COMMUNITY INFORMATION SERVICES Program provides eligible individual community information centres with funding through grants; prepares publications and advises them on matters such as information management, policy, staffing and volunteer training. Contact field offices.

CULT & REC CONSERVATION REVIEW BOARD

416-965-2336

CULT & REC, CONSERVATION REVIEW BOARD holds hearings arising out of owners' objection to municipal designation of property as historically or architecturally significant. The Board reports its opinion to the municipal council. Hearings are also held where Minister proposes to refuse issuance of archaeological licence, or designates archaeological or historic sites.

CULT & REC COUNCIL ON FRANCO-ONTARIAN AFFAIRS

416-965-0598

CULT & REC, COUNCIL ON FRANCO-ONTARIAN AFFAIRS is an advisory body which makes recommendations to the Minister of Colleges & Universities and the Minister of Culture & Recreation on any matter for which their ministries are responsible and which affect Franco-Ontarians; or on any matter which one or both ministers may refer to the Council for consideration. Services of the Council are available to other ministries. The Council maintains close liaison with the French community in order to be well informed of the needs of Franco-Ontarians in the fields of post-secondary education, culture and recreation.

CULT & REC CULTURAL EXCHANGE PROGRAM

416-965-6256

CULT & REC, CULTURAL EXCHANGE PROGRAM, part of Arts Services Branch, provides information and in some cases grants to community associations, individual artists and arts groups involved in interprovincial or international cultural exchanges. Also encourages a variety of cultural exchanges between Ontario and Quebec with the cooperation of the Ontario-Quebec Permanent Commission.

CULT & REC CULTURAL INDUSTRIES BR

416-965-6487

CULT & REC, CULTURAL INDUSTRIES BR is involved with the film industry, recording industry, book publishing and periodicals industries. Provides liaison with various levels of government and industries themselves. Does not give grants or loans. Main emphasis is on policy development. Contact regional offices or main office.

CULT & REC FESTIVAL ONTARIO

416-965-6256

CULT & REC, FESTIVAL ONTARIO, under the Arts Services Branch, will coordinate exhibits from major cultural and arts institutions (e.g.: Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority, Ontario Arts Council, Archives of Ontario, Ontario Film Theatre, Royal Botanical Gardens, McMichael Canadian Collection, etc.) and make these available free of charge to communities to augment festivals or special events. Festival Ontario does not organize festivals. Assists at the request of communities. Contact regional offices or main office.

CULT & REC FIELD SERVICES BR

416-965-0617

CULT & REC, FIELD SERVICES BR. Through six regional and various sub offices in Ontario the Field Services Branch helps local organizations obtain ministry services at the local level. By providing consultative services to community groups this Branch aids in the development of recreation and cultural activities locally. The consulting service is provided to

a whole range of local and regional clients including municipal recreation departments, municipal recreation committees, YMCA's, historical societies, multicultural groups, regional arts councils, etc.

CULT & REC FINANCE & ADMINISTRATION DIV

416-965-0289

CULT & REC, FINANCE & ADMINISTRATION DIV. In addition to coordinating the Ministry's finance and administration functions (branches listed individually in this Index) the Division performs systems coordination and youth program coordination. Systems Coordinator provides technical advice and direction to senior management in the development of effective administration and management systems. Youth Program Coordinator plans and coordinates Ministry's participation in the government-wide youth programs, e.g. Experience Summer Employment, Ontario-Quebec University Student Job Exchange, Ontario Career Action.

CULT & REC FINANCE BR

416-965-4832

CULT & REC, FINANCE BR provides the ministry with financial management and accounting services including payment of grants. For further description of functions, see first entry under Accounting. In addition the branch establishes ministry accounting and financial policy and handles pre-audit of financial transactions.

CULT & REC FITNESS SERVICES BR

416-965-6312

CULT & REC, FITNESS SERVICES BR promotes a more active lifestyle for the citizens of Ontario to improve their fitness levels. To motivate and educate people on the importance of fitness and to coordinate fitness services, the branch runs a campaign through the media and publications, a fitness awards program, an employee fitness consultation service, mobile fitness testing, fitness instructor training and supports community coordination and motivation initiatives.

CULT & REC HERITAGE ADMIN BR ARCHITECTURAL

416-965-7635

CULT & REC, HERITAGE ADMIN BR, ARCHITECTURAL Conservation Section provides technical support for Ontario Heritage Foundation grants or loans to encourage architectural conservation or preservation of buildings of historical and/or architectural significance. Helpful advice on preservation is offered to organizations and individuals, including assistance with the establishment of local architectural conservation advisory committees and programs. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Historical for other activities of the branch.

CULT & REC HERITAGE ADMIN BR HISTORICAL

416-965-4021

CULT & REC, HERITAGE ADMIN BR, HISTORICAL Section provides technical support for the Ontario Heritage Foundation in preserving heritage buildings and in erecting commemorative plaques to subjects of province-wide importance. Gives grants to local heritage groups and to assist with erection of local plaques. Administers the Ontario Heritage Foundation grants program aiding historical publications (e.g. local histories). See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Architectural for other activities of this branch.

CULT & REC HERITAGE ADMIN BR MUSEUMS

416-965-4021

CULT & REC, HERITAGE ADMIN BR, MUSEUMS Assistance Program gives advisory and financial help to museums owned and maintained by municipalities, Indian Band Councils and conservation authorities and to other non-profit museums. See also Cult & Rec: Heritage Admin Br Architectural and Heritage Admin Br Historical for other activities of the branch.

CULT & REC HERITAGE TRUST BR

416-965-5727

CULT & REC, HERITAGE TRUST BR develops the arrangements and agreements leading to the acquisition by the Ontario Heritage Foundation through donation or purchase, of buildings of historical or architectural value, parkland of scenic, recreational or archaeological interest, items of archaeological importance, conservation easements on such property and works of art. Following acquisition, arrangements are made for architectural conservation or restoration where necessary, as well as for custody, use or display.

CULT & REC HISTORICAL PLANNING AND RESEARCH BR

416-965-4490

CULT & REC, HISTORICAL PLANNING AND RESEARCH BR provides research and information on historical and archaeological resources necessary in the planning and development of Ontario government programs, e.g. environmental assessments involving heritage landscapes. Provides the Ontario Heritage Foundation with professional archaeological assistance (e.g. granting program). Answers inquiries about archaeological licences. Contact Regional Archaelogists (South Central Region, Toronto 965-8258).

CULT & REC HURONIA

705-526-7838

CULT & REC, HURONIA HISTORICAL PARKS. The Ministry operates & maintains historic sites at Midland, Sainte Marie among the Hurons and at Penetanguishene, the Historic Naval & Military Establishments. Ste-Marie, once a 17th century French Jesuit mission, has been reconstructed on its original site. The Naval & Military Establishments is a restored & reconstructed 19th century British naval base & military garrison. Both are open to the public mid-May to Labour Day; Ste Marie is open until the Canadian Thanksgiving. The historical attractions are operated to promote an appreciation of the native Indian, French & British heritage of the Huronia. Costumed staff demonstrate skills & crafts of the eras. A resource library, open to the public by appointment, provides information on sites planning & programming. Contact Huronia Historical Parks, P.O. Box 160, Midland, Ont. L4R 4K8 (705-526-7838).

CULT & REC INDIAN COMMUNITY SECRETARIAT

416-965-5003

CULT & REC, INDIAN COMMUNITY SECRETARIAT assists Ontario native peoples in both on-reserve and off-reserve communities in gaining full access to existing services of ministries and in the development of self-determination and community leadership and initiative. Provides liaison between native groups and various levels of government. Where provincial funding channels do not exist, the Secretariat may consider projects from Indian Band Councils or incorporated bodies on a one-term last-resort basis. Contact field office or main office.

CULT & REC INTERNAL AUDIT

416-965-9941

CULT & REC, INTERNAL AUDIT is responsible for the ministry's audit function. For a description of functions see first entry under Audit.

CULT & REC LEGAL SERVICES BR

416-965-5793

CULT & REC, LEGAL SERVICES BR provides legal services for the ministry and its agencies. For a description of branch activities see first entry under Legal Services.

CULT & REC MCMICHAEL CANADIAN COLLECTION

416-893-1121

CULT & REC, McMICHAEL CANADIAN COLLECTION, an art gallery in a beautiful setting in Kleinberg has an extensive collection of the works of Canadian artists including the Group Of Seven, Tom Thompson, Emily Carr, David Milne, Clarence Gagnon, and J. W. Morrice. Original Group of Seven members were A. Y. Jackson, Lawren Harris, J. E. H. MacDonald, Franklin Carmichael, Arthur Lismer, Frederick H. Varley, Frank H. Johnston. A. J. Casson, Edwin Holgate and LeMoine FitzGerald joined later. Also included are works of art by native peoples. The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school tours by appointment.

CULT & REC MULTICULTURAL DEVELOPMENT BR

416-965-6621

CULT & REC, MULTICULTURAL DEVELOPMENT BR develops and supports programs aimed at improving intergroup and race relations which may include: learning about and appreciating different ethnocultural groups in Ontario; encouraging information sharing through intercultural workshops; assisting the development within institutions of a sensitivity to cultural differences in overcoming barriers to service delivery; assisting ethnocultural groups to improve their organizational and leadership skills to enable them to fully participate in Ontario society. Consultative services, publications, films, tapes and intercultural development grants are available. Contact field offices or the main office. The branch assists in the multicultural history project (965-0212) sponsored by the ministry & funded by Wintario. Project will collect, catalogue & preserve historical material on Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

CULT & REC OECA

416-484-2600

CULT & REC, OECA. The Ontario Educational Communications Authority, an autonomous provincial Crown corporation, administers educational broadcasting in Ontario. OECA operates an educational television network, TVOntario, with outlets in Toronto (Channel 19), Ottawa (Channel 24), Kitchener (Channel 28), London (Channel 18), Chatham (Channel 19) & Windsor (Channel 32). In the summer of 1978 TVOntario will service Thunder Bay (Channel 9), Sudbury (Channel 19), Saulte Ste Marie (Channel 20); other northern areas are reached by microwave cable link. Broadcast day extends for 16 hours with programs aimed at pre-school, in-school, teachers & adult learners. OECA also operates the Provincial Broadcast Service for 2-3 hours using facilities of CBC, its affiliates & private stations. Provides: a cable package for viewers in areas not reached by TVOntario, video & audio tapes through its VIPS Distribution Systems.

CULT & REC OFFICE OF ATHLETICS COMMISSIONER

416-965-4173

CULT & REC, OFFICE OF ATHLETICS COMMISSIONER regulates professional boxing and wrestling and amateur sports in Ontario. Licenses professional boxers and wrestlers.

CULT & REC OLD FORT WILLIAM

807-577-8461

CULT & REC, OLD FORT WILLIAM, one of the historic sites operated by the ministry, is a reconstruction of the original Fort William as it was in the period 1803-1821. The original Fort was the inland headquarters of the North West Company and the focal point of the Company's operations and vast explorations. Each summer it was the temporary home of 2,000 or more voyageurs, clerks, natives and North West Company partners who assembled there for the Great Rendezvous. Today, the visitor is invited to 'venture into the past' to experience life as it was in this colourful era. Old Fort William is a living historical community and, as such, it offers the visitor a wide range of experiences. Open to the public May-October. Contact Old Fort William, Vickers Heights P.O., Thunder Bay, Ontario P0T 2Z9, telephone 807-577-8461.

CULT & REC ONTARIO ARTS COUNCIL

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, provides grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, makers of films and photographers may also apply. Other programs include Creative Artists In Schools (CAIS) and ONTOUR which assists concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

CULT & REC ONTARIO HERITAGE FOUNDATION

416-965-9504

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing archaeological licences and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical or architectural significance. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

CULT & REC ONTARIO HISTORICAL STUDIES SERIES

416-487-6142

CULT & REC, ONTARIO HISTORICAL STUDIES SERIES Project produces comprehensive, scholarly and readable books on the historical development of Ontario. The series is divided into six parts: Bibliography of Ontario History; Biographies of major Premiers; Historical Atlas; Theme studies on aspects of Ontario's economic, social, political and cultural development; General history; and Oral history featuring interviews with people who

have played a key role in Ontario's development. The series receives financial support from the Ministry of Culture and Recreation.

CULT & REC ONTARIO LOTTERY CORPORATION

416-961-6262

CULT & REC, ONTARIO LOTTERY CORPORATION manages Wintario and the Provincial Lottery. Proceeds from Wintario are used through the Ministry of Culture & Recreation for recreation and cultural projects. Proceeds from Provincial Lottery sales in Ontario are used for health research and related environmental projects through the Ministries of Health, Labour and the Environment. To find out winning numbers of last draw consult newspapers the next day, list posted at retailer's or in Metro Toronto a recorded message (Wintario: 870-9170, Provincial Lottery: 870-9161). For Wintario grants information call 965-2390 or ministry field offices. For Provincial Lottery health research grants see: Health Strategic Planning & Research Br, Env Pollution Control Br Development & Research Group, Labour Standards & Programs Br.

CULT & REC ONTARIO SCIENCE CENTRE

416-429-4100

CULT & REC, ONTARIO SCIENCE CENTRE conducts a varied program of education in the origins and development of science and technology and in Ontario's role in this progress. Located at Don Mills and Eglinton Ave. in North York, the Ontario Science Centre is open to the public daily and offers tours to school classes. Part of the Ontario Science Centre is the Ontario Film Institute (OFI), founded in 1969 to encourage the development of the art of the film and to foster public appreciation and study of film history, origins and accomplishments. The OFI has three divisions: the Institute itself which is the reference and information centre, the Ontario Film Theatre (for showings of films) and the Ontario Film Archive.

CULT & REC ONTARIO SPORTS TRAINING CENTRE

416-965-0322

CULT & REC, ONTARIO SPORTS TRAINING CENTRE Technical Unit for Recreation Facilities acts as a province-wide information centre in the areas of planning, design, construction and operation of sports, fitness and physical recreation facilities. The Unit performs a counselling service, information dissemination, organization and presentation of conferences, workshops and seminars, help in research problems and provides a reading room. Publications are available at the Ontario Government Bookstore. Among the 725 clients the Unit has counselled to date are club and community groups, government professionals, municipal recreation departments, design professionals and facility planners.

CULT & REC OUTREACH ONTARIO

416-965-6256

CULT & REC, OUTREACH ONTARIO, a program under the Arts Services Br is designed to decentralize the province's cultural resources by encouraging cultural institutions to diversify their programs, expand extension services and undertake cooperative projects. Cultural agencies and facilities involved include: the Art Gallery of Ontario, the Royal Ontario Museum, the Royal Botanical Gardens, the Ontario Educational Communications Authority, the Ontario Science Centre, the McMichael Canadian Collection, and public libraries. These agencies develop and administer their own Outreach programs. See also Cult & Rec Festival Ontario, an important part of Outreach Ontario, listed separately in this index.

CULT & REC PERSONNEL BR

416-965-0225

CULT & REC, PERSONNEL BR performs the personnel functions for the Ministry of Culture and Recreation. For a description of functions see first entry under Personnel.

CULT & REC POLICY PLANNING BR

416-965-9942

CULT & REC, POLICY PLANNING BR. This branch has three functions as the central policy advisory and planning group in the ministry. Policy analysis and coordination function: analyzes and coordinates ministry-wide policy matters; prepares and monitors all Cabinet policy submissions; initiates and conducts policy investigation; advises and assists program managers. Program planning and evaluation function: coordinates and implements program planning, the ministry's Management-by-Results program and budget estimates; analyzes program activity and advises and assists program managers; provides liaison with Finance and Administration in program planning, financial forecasting, allocation of resources. Research coordination and information function: coordinates ministry research activities; provides support to policy and program central functions.

CULT & REC PROVINCIAL LIBRARY SERVICES

416-965-2696

CULT & REC, PROVINCIAL LIBRARY SERVICES is responsible for assistance to public libraries throughout Ontario. Provides grants, by-laws and statistics and other information assistance. Maintains close liaison with associations related to library functions and develops library services on a province-wide basis. Publishes the Ontario Library Review and In Review: Canadian Books For Children.

CULT & REC PUBLIC ART GALLERIES GRANTS

416-965-6256

CULT & REC, PUBLIC ART GALLERIES GRANTS Program, part of Arts Services Branch, assists eligible non-profit community art galleries through grants for basic operating and administrative expenditures. Galleries must meet eligibility criteria and provide detailed financial and gallery operations information. Applications available through main office or field offices. Art galleries may also apply to Ontario Arts Council for help with program and exhibition expenses.

CULT & REC RESOURCE CENTRE

416-965-6763

CULT & REC, RESOURCE CENTRE and Library under the Administrative Services Br maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

CULT & REC ROYAL BOTANICAL GARDENS

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses on horticulture and botany, design with plant

material, to credit courses at universities. The RBG also offers the public extensive horticultural information on ornamental, native and poisonous plants, edible and poisonous mushrooms, and information on ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

CULT & REC ROYAL ONTARIO MUSEUM

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Canadiana collections (978-6738) at 14 Queen's Park Crescent West and the McLaughlin Planetarium (978-8558), is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts, archaeology and the sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects and specimens related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Write or call for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, Senior Citizens Club, and Saturday Morning Club for children and has a library of films. The ROM is located at 100 Queen's Park Cres. in Toronto.

CULT & REC SIMCOE MEMORIAL FOUNDATION

416-965-2673

CULT & REC, SIMCOE MEMORIAL FOUNDATION is responsible for the upkeep of Wolford Chapel in Devon, England where Ontario's first Lieutenant Governor, John Graves Simcoe and his wife are buried. The Foundation is also engaged in projects to make better known Simcoe's life and works in Ontario through the educational system, public celebrations, speakers, awards of medallions and portraits, etc.

CULT & REC SPECIAL SERVICES BR

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on recreation to advise those who provide professional preparation at colleges and universities; to train teachers within the school system and recreationists of municipalities; and to administer grants in aid of research. Professional upgrading is promoted through a new professional development model. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL) (965-7505). Special Interests Section (965-5665) serves those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens and women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

CULT & REC SPORTS SERVICES BR

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in sports for individual satisfaction and enjoyment. Promotes competition in multi-sports games (e.g. Regional & Provincial; Ontario Summer & Winter Games for the able bodied & disabled). Provides administrative, consultative services and grants to provincial sport governing bodies. The Ontario Sports Admin. Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is funded by this Ministry. Sports Awards Program honors accomplishments of Ontario athletes and citizens in amateur

sports. Coaching Development Program improves calibre of leadership available to amateur sport through coaches and officials. Ontario Sports Travelcade takes sports and fitness resources around Ontario to help raise level of expertise of athletes, coaches, etc. Ontario Elite Athlete Assistance Program provides limited financial assistance to selected amateur athletes for training and competition.

CULT & REC TRANSLATION BUREAU

416-965-2891

CULT & REC, TRANSLATION BUREAU provides translation services for government ministries and special purpose bodies on a charge-back basis. Also provides a free service for landed immigrants who need official documents translated into English in order to find work or pursue their training in Ontario.

CULT & REC WINTARIO GRANTS

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital sports, recreation, fitness, arts, heritage, libraries, multicultural and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

CULTURAL

416-965-6256

CULT & REC, ARTS SERVICES BR develops policies and programs to encourage excellence in the arts and wider participation in arts activities. Provides operating grants to provincial **cultural** institutions and agencies, provincial arts service organizations, eligible public art galleries and certain arts training institutions. Administers the Wintario Non-Capital Arts Program and provides grants for **cultural** exchange programs between Ontario and other provinces and countries. For further information see Cult & Rec **Cultural** Exchange Program and Cult & Rec Public Art Galleries Grants. Coordinates the Outreach Ontario and Festival Ontario programs also listed individually in this Index. Contact field office or main office.

416-965-6256

CULT & REC, CULTURAL EXCHANGE PROGRAM, part of Arts Services Branch, provides information and in some cases grants to community associations, individual artists and arts groups involved in interprovincial or international **cultural** exchanges. Also encourages a variety of **cultural** exchanges between Ontario and Quebec with the cooperation of the Ontario-Quebec Permanent Commission.

416-965-6487

CULT & REC, **CULTURAL** INDUSTRIES BR is involved with the film industry, recording industry, book publishing and periodicals industries. Provides liaison with various levels of government and industries themselves. Does not give grants or loans. Main emphasis is on policy development. Contact regional offices or main office.

416-965-6256

CULT & REC, FESTIVAL ONTARIO, under the Arts Services Branch, will coordinate exhibits from major **cultural** and arts institutions (e.g.: Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority, Ontario Arts Council, Archives of Ontario, Ontario Film Theatre, Royal Botanical Gardens, McMichael Canadian Collection, etc.) and make these available free of charge to communities to augment festivals or special events. Festival Ontario does not organize festivals. Assists at the request of communities. Contact regional offices or main office.

416-965-0617

CULT & REC, FIELD SERVICES BR. Through six regional and various sub offices in Ontario the Field Services Branch helps local organizations obtain ministry services at the local level. By providing consultative services to community groups this Branch aids in the development of recreation and **cultural** activities locally. The consulting service is provided to a whole range of local and regional clients including municipal recreation departments, municipal recreation committees, YMCA's, historical societies, multicultural groups, regional arts councils, etc.

416-965-6621

CULT & REC, MULTICULTURAL DEVELOPMENT BR develops and supports programs aimed at improving intergroup and race relations which may include: learning about and appreciating different ethnocultural groups in Ontario; encouraging information sharing through intercultural workshops; assisting the development within institutions of a sensitivity to **cultural** differences in overcoming barriers to service delivery; assisting ethnocultural groups to improve their organizational and leadership skills to enable them to fully participate in Ontario society. Consultative services, publications, films, tapes and intercultural development grants are available. Contact field offices or the main office. The branch assists in the multicultural history project (965-0212) sponsored by the ministry & funded by Wintario. Project will collect, catalogue & preserve historical material on Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

416-487-6142

CULT & REC, ONTARIO HISTORICAL STUDIES SERIES Project produces comprehensive, scholarly and readable books on the historical development of Ontario. The series is divided into six parts: Bibliography of Ontario History; Biographies of major Premiers; Historical Atlas; Theme studies on aspects of Ontario's economic, social, political and **cultural** development; General history; and Oral history featuring interviews with people who have played a key role in Ontario's development. The series receives financial support from the Ministry of Culture and Recreation.

416-965-6256

CULT & REC, OUTREACH ONTARIO, a program under the Arts Services Br is designed to decentralize the province's **cultural** resources by encouraging cultural institutions to diversify their programs, expand extension services and undertake cooperative projects. **Cultural** agencies and facilities involved include: the Art Gallery of Ontario, the Royal Ontario Museum, the Royal Botanical Gardens, the Ontario Educational Communications Authority, the Ontario Science Centre, the McMichael Canadian Collection, and public libraries. These agencies develop and administer their own Outreach programs. See also Cult & Rec Festival Ontario, an important part of Outreach Ontario, listed separately in this index.

416-965-6763

CULT & REC, RESOURCE CENTRE and Library under the Administrative Services Br maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in **cultural** or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital sports, recreation, fitness, arts, heritage, libraries, multicultural and citizenship projects and other projects of a recreational and **cultural** nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and **cultural** exchanges of students and teachers (965-5635) and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989), Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Teacher Exchange Programs (965-5996). Administers the Second-Language Monitor Program which encourages bilingual university students to act as teaching monitors to teachers of French or English as a second language (965-5996). Operates the Ontario Student Leadership Centre which accepts secondary school students for leadership training courses (965-5989). The Student Guidance Information Service (965-9676) provides computerized career and institutional information to schools. The branch prepares guidance documents and Ontario Student Record material.

416-965-2927

TE & IA, ONTARIO QUEBEC PERMANENT COMMISSION promotes and stimulates **cultural** and educational exchanges between governments, individuals, groups, schools and organizations in Ontario and Quebec to foster understanding and cooperation between residents of the two provinces. The OQPC does not fund or operate programs directly but encourages Ontario and Quebec ministries responsible for such areas as education and cultural affairs to provide joint support. Also coordinates exchanges between Ontario and Quebec civil servants to permit sharing of views and experiences on common problems of public administration.

CULTURAL EXCHANGES

Cultural Exchanges, see Exchanges.

CULTURE & RECREATION

Culture & Recreation, Ministry of, see CULT & REC Branch Name.

CURRICULUM

416-965-5982

EDUC, CURRICULUM BR produces **curriculum** guidelines, resource material and circulars for use in Ontario from Kindergarten to Grade 13 and annotated lists of Canadian materials for use with above guidelines. Initiates and coordinates **curriculum** input to the ministry and implements curriculum policies. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements metrication in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Supports elementary and secondary school broadcasts and related services through the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

DAIRY

Dairy, see also Health Community Health Protection Br Food

416-965-3107

AG & FOOD, MILK COMMISSION OF ONTARIO develops policy for producing, processing and marketing milk and **dairy** products. Serves as an appeal tribunal for anyone within the industry aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch (e.g. licensing of plants manufacturing oleomargarine and edible oils). Also interprets the Milk Act and its regulations for the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

416-965-2411

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. Provides for inspection of all **dairy** farms and monthly testing of raw milk. Arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, oleomargarine and edible oils. The laboratory in Guelph analyzes all samples for butterfat, protein and lactose and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

DAMS

416-965-6283

NAT RES, CONSERVATION AUTHORITIES BR encourages the conservation, development and utilization of water and related land resources by providing policy, funding assistance, management and planning direction to Conservation Authorities, autonomous bodies established under the Conservation Authorities Act. Provides grants to support resource management projects initiated and undertaken by the Authorities. These include water and land management programs (flood plain mapping, environmental assessment, **dams,** channel improvements and erosion control structures) and conservation and recreation land management programs (reforestation and woodlot management, wildlife management, outdoor recreation information and education).

416-965-1271
NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of **dams,** docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of **dams** and diversions in the province.

DANCE

Dance, see Ontario Arts Council

DAY CARE

416-965-5095
COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices on **day care** such as provision of financial assistance to municipalities, approved corporations and Indian Band Councils for the establishment of day nurseries; licensing and supervision of such; special **day care** programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.). Maintains provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding care and pre-school education of children. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For questions re. financial assistance contact 965-2521. Contact district office.

416-965-5161
GOVT SERV, EMPLOYEE ADVISORY SERVICE provides confidential counselling and referral services on work-related problems to employees of the Ontario Public Service (OPS). Provides training programs and individual consultations to managers and personnel administrators in dealing with troubled employees and work performance problems. Provides **day care** counselling to OPS employees (965-9953).

DEAF

416-965-2663
EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional students outside the normal school structure in schools for the blind and **deaf,** in developmental centres schools for the retarded, developmentally handicapped and emotionally disturbed, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the **deaf.** School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students.

DEALERS

Dealers, see subject involved, e.g. periodicals, real estate, securities, vehicles.

DEATH DUTIES

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties or tax, also called estate tax, **death duties** or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation tax (965-1774).

DEATHS

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, **deaths,** marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, **deaths,** marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of $3.00 each. For correction of errors in registrations, contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or **deaths.**

416-965-6678

SOL GEN, CHIEF CORONER'S OFFICE. Coroners investigate sudden and violent **deaths;** warn the public re prevention of similar **deaths;** order autopsies for medical legal reasons; conduct inquests; sign certificates for cremation and for shipment of bodies out of Ontario; complete medical certificates of death in coroners' cases. The Office administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Adults may give consent by signing donor section of driver's licence or donor card available from Coroner's Office, orally during last illness in presence of at least two witnesses, or in writing. The Office inspects Schools of Anatomy in Ontario and supplies them with donated or unclaimed bodies. Contact Regional Coroner (York Region: 965-6678).

416-965-1554

SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of **deaths** in unusual circumstances and in unveiling concealed homicides through autopsies and biological and other techniques of forensic science. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and investigations of sudden **deaths.**

DEBENTURES

Debentures, see also Securities

416-963-0389

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status and registration of corporation securities such as mortgages, bonds, **debentures** (963-0390). Can provide copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-963-0373
CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by corporations, and registration of corporate bonds, **debentures,** trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-965-2914
TE & IA, FINANCE MANAGEMENT BR provides management and direction to the Province's requirements in the areas of cash management, debt management, finance structure and policy. Specifically, the Branch controls and manages the government's cash flows to ensure that obligations are met without default and that surplus funds are invested; issues and retires Province of Ontario debt securities **(debentures)** and treasury bills. Provides direction to government debt management requirements and coordinates overall debt policy regarding public and non-public financing of the Province, Ontario Hydro and all boards, commissions and agencies utilizing provincial guarantee. Provides research, policy recommendations and policy implementation in public finance to ensure sound strategy and to preserve Ontario's credit worthiness.

416-965-5273
TE & IA, FINANCIAL INFORMATION & ACCOUNTING POLICY BR manages Ontario's requirements in overall government accounting, control & consolidated public and internal financial reporting. Specifically, it: maintains records of all Consolidated Revenue Fund transactions; prepares reports for use by the Treasurer before the Legislature, the public and the financial community, e.g. Public Accounts, prospectuses of **debentures;** operates Central Financial Information Systems by analyzing & consolidating data on revenues, expenditures, budgets, forecasts & statistics; provides all ministries/agencies with direction on financial transactions to ensure quality and comprehension of accounting & financial management policies; coordinates interministry effort on 'in-house' systems to ensure compatibility with Central Financial Information systems; provides expertise on all accounting and financial matters as referred by Management Board and all ministries/agencies; provides liaison with banking community.

416-965-6691
TE & IA, SECURITIES BR acts as registrar and transfer agent of the Provincial public debt issues, both domestic and foreign. Is responsible for the prompt payment of interest on public debt; supplies investors with information on transfer requirements; arranges for complete service of **debentures** from issue to maturity. Also provides support for the programs of the Finance Management Branch in the investments of the Province and holds in safekeeping securities deposited with the Province by the public in accordance with the regulations of provincial legislation.

DEBT

Debt, see also Credit

416-965-5591
ATT GEN, REFEREE of the SMALL CLAIMS COURTS of the Judicial District of York assists people with counselling on **debt** problems, particularly with summonses and garnishments before and after judgment. Public must telephone for appointment and bring complete

information regarding income, expenses, debts and creditors. The Small Claims Court Referee's mailing address is: 425 University Ave., Rm. 201, Toronto M5G 1T6. This office also acts as Small Claims Referee in the Judicial District of Durham. Appointments (for evening interviews only) should be made with the Clerk of the First Small Claims Court, 501 Brock St. South, Whitby L1N 4K8, tel. 416-668-3624.

416-965-2914

TE & IA, FINANCE MANAGEMENT BR provides management and direction to the Province's requirements in the areas of cash management, **debt** management, finance structure and policy. Specifically, the Branch controls and manages the government's cash flows to ensure that obligations are met without default and that surplus funds are invested; issues and retires Province of Ontario **debt** securities (debentures) and treasury bills. Provides direction to government **debt** management requirements and coordinates overall **debt** policy regarding public and non-public financing of the Province, Ontario Hydro and all boards, commissions and agencies utilizing provincial guarantee. Provides research, policy recommendations and policy implementation in public finance to ensure sound strategy and to preserve Ontario's credit worthiness.

416-965-6691

TE & IA, SECURITIES BR acts as registrar and transfer agent of the Provincial public **debt** issues, both domestic and foreign. Is responsible for the prompt payment of interest on public **debt;** supplies investors with information on transfer requirements; arranges for complete service of debentures from issue to maturity. Also provides support for the programs of the Finance Management Branch in the investments of the Province and holds in safekeeping securities deposited with the Province by the public in accordance with the regulations of provincial legislation.

DEBT MANAGEMENT

Debt Management, Province of Ontario, see TE & IA Finance Management Br

DEBT SECURITIES

Debt Securities, see Debentures

DEFAULTED FINES

416-965-4223

ATT GEN, AUDIT SERVICES BR is responsible for the Ministry's audit functions. For a description of activities see the first entry under Audit. The branch also administers the **Defaulted Fines** Control Centre (driver's licence suspension system). Contact 965-3711, 965-9012 or 965-0296.

DELINQUENT

Delinquent, see Juveniles

DEMERIT POINT

416-965-1581

TR & COMM, DRIVER CONTROL OFFICE, Licensing & Control Branch ensures that Ontario drivers are competent to operate vehicles; keeps records to identify problem drivers. Runs **demerit point** system; issues warnings; conducts interviews, re-examinations, and

suspends and reinstates driver's licence as required by statute. Checks collision reports to determine need for re-examinations, medical or vision certificate. Contact regional offices. Re suspensions of uninsured drivers under the Motor Vehicle Accident Claims Act, call CCR Motor Vehicle Accident Claims, Tel. 963-0501. For fines non-payment call Defaulted Fines Control Centre under the Ministry of the Attorney General, Tel. 965-3711.

DEMOGRAPHIC

Demographic, see Population.

DENTAL

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs administered by municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care or prescribed drugs, prosthetics, **dental** & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-5036

HEALTH, HEALTH PROMOTION BR DENTAL Consultants provide consultation to health agencies in Ontario on preventive **dental** care and dental health (Contact local Public Health agency). Provide grants to dentists in underserviced areas. Deal with all Ministry policy about **dental** care. See also other sections in Health Health Promotion Br described separately.

416-965-5884

HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, food budgeting, meal planning, obesity control, **dental** and prenatal care and care for senior citizens. See also other sections in Health Health Promotion Br described separately.

DENTISTS

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has two main functions: provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear any appeal from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, **dentists,** optometrists, pharmacists and nursing.

416-965-5036

HEALTH, HEALTH PROMOTION BR DENTAL Consultants provide consultation to health agencies in Ontario on preventive dental care and dental health (Contact local Public Health agency). Provide grants to **dentists** in underserviced areas. Deal with all Ministry policy about dental care. See also other sections in Health Health Promotion Br described separately.

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, **dentists,** chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

DENTURE THERAPISTS

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has two main functions: provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of **Denture Therapists.** Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear any appeal from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

DEPTH CHARTS

Depth Charts, see Maps

DERELICT MOTOR VEHICLES

Derelict Motor Vehicles, see Env Pollution Control Br Municipal & Private Section, also Waste Disposal Sites.

DESERTED WIVES

Deserted wives, see Att Gen Provincial Courts Family Div.

DESIGN SERVICES

416-965-2108

GOVT SERV, DESIGN SERVICES BR provides construction and **design services** for capital projects, lease purchase projects and accommodation alterations of the ministry including interior design consulting services, kitchen facilities and laboratory facilities. Also includes preparation of documents and inspection of work performed. Part of the interior design consulting function (965-6723) is cataloguing of original paintings and sculptures owned by the Government, commissioning works of art in Government buildings and restoration of these works of art where necessary. Provides technical assistance to other ministries in

problems pertaining to construction, maintenance and operation of buildings and institutions.

DETENTION CENTRES

Detention Centres, see Correctional Institutions

DEVELOPERS

Developers, see Builders

DEVELOPMENT CORPORATIONS

416-965-4622

IND & TOUR, **DEVELOPMENT CORPORATIONS.** The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by providing: financial assistance through incentive and term loans and bank guarantees; sites, facilities and services in two industrial parks; technical, business and financial information and advice. Tourism operations, secondary manufacturing industries and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and technology, financing exports, purchasing and installing pollution control and energy conservation equipment. Contact corporation regional office.

416-965-4255

IND & TOUR, TOURISM DEVELOPMENT BR is responsible for the development and upgrading of Ontario's tourism industry by: providing technical advice relating to planning, design, operation and management of tourist facilities; providing information related to the funding by the Ontario **Development Corporations** (ODC's) to new and existing tourist facilities; evaluating and recommending tourism project proposals from the public for possible funding by the ODC's; providing consultative assistance and analysis of tourism development projects which may require public support in whole or in part (965-7846); discharging the Ministry's responsibilities regarding tourism planning in Ontario; involvement in special projects which improve the quality of the province's tourism plant.

DIAL-A-BUS

416-248-7191

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics, i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as **Dial-a-Bus** and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and highways and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving, i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highways lighting design, implication of energy future, etc.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Transit Systems Program conducts research in: Wheel-Rail Technology (e.g. study & simulation of stability and curving of rail vehicles, noise generated by wheel-rail interaction); Transit Infrastructure (e.g. elevated guideway design for light rail transit, simulation studies of vehicle & guideway interactions, establishment of Ont. highway bridges design codes); Electrical Motor Performance with respect to vehicle propulsion and performance studies of battery-powered electric vehicles; Other Transit Systems Applications, e.g. car pooling, **dial-a-bus,** transit demand modelling, bus applications & operations, computer modelling of various operating strategies; Transit Systems Reliability to aid in planning of maintenance facilities & spares provision and to develop reliability models for different transit systems.

DIESEL FUEL

Diesel Fuel, see Revenue Gasoline Tax Br

DIPLOMAS

416-965-2657

EDUC, CORRESPONDENCE EDUCATION BR provides Ontario residents with the opportunity to obtain or supplement elementary and secondary education through correspondence courses. All courses have the same credit values as those offered by an Ontario elementary, secondary or inspected private schools and certificates are given to students upon the successful completion of courses. The Branch also presents secondary school graduation and honour graduation **diplomas** to qualified students. For details about eligibility, courses and services of the branch call, write or visit Correspondence Education Branch, 909 Yonge St., Toronto M4W 3G2, or contact Ministry Regional Offices.

416-965-2624

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of certificates to elementary and secondary school teachers (965-2600), evaluation of teaching qualifications (965-6126), evaluation of foreign educational documents of landed immigrants for employment or study at the elementary and secondary school levels (965-1356), admission of teachers to Ministry summer courses (965-4487), secondary school **diplomas** and scholarships (965-7291), secondary school bursaries (965-2236), transcripts of student records (965-7291), transcripts of training courses for teachers (965-2600), and inspection of private schools (965-6802). The Branch also provides coordination, research and evaluation of management information gathered from school boards, schools, teachers and students (965-6802). Compiles, analyzes and disseminates statistics relating to all aspects of education (965-2660).

DISABILITY

Disability, see also Disabled

416-965-5395

COMM SOC, MEDICAL ADVISORY BOARD acts in an advisory capacity to the Director, Provincial Benefits Br regarding queries on applicants applying for and decisions on **disability** allowances.

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional **disability** of handicapped adults, as well as vocational training, employment

placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services e.g. prosthetics. Capital and operating grants are available to approved sheltered workshops. May provide operating and debt retirement assistance (e.g. payment of mortgages) to half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-226-2700

EDUC, TEACHERS SUPERANNUATION COMMISSION provides pensions for teachers upon retirement or early retirement because of physical or mental **disability.** Also provides income to widowed spouse or orphans of deceased teachers.

416-965-1709

GOVT SERV, PUBLIC SERVICE SUPERANNUATION BOARD recommends payments of annuities, pensions and **disability** benefits to Ontario Public Service Employees and approves applications in respect of past service credits and pension credit transfers under the Public Service Superannuation Act. The Board also hears appeals from contributors, pensioners or dependents against administrative decisions. Inquiries about administration and benefits for Ontario Public Service employees are handled by Employee Benefits Branch (965-6861). Private pension plans should be referred to the Pension Commission of Ontario (963-0522).

416-965-9868

HOUSING, OHC TENANT PLACEMENT accepts and processes applications for rent-geared-to-income housing within Metropolitan Toronto. Tenant applications accepted in person or by mail addressed to Housing Registry, Ontario Housing Corporation, 101 Bloor St. W., Toronto (965-9915). Applicants must have 12 months continuous residency within Metro Toronto in the past 5 years. Rent-geared-to-income program provides accommodation for families but will consider senior citizens and persons with permanent physical **disability.** Housing is offered to families in greatest need when vacancies occur.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent **disability;** and pensions for dependents of employees who die as a result of such accidents or diseases. Anyone whose interests are affected may appeal a WCB decision made under the Act. The Board is entirely financed by employer assessments, which also underwrite the safety education programs provided by nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre is in Downsview. The Board maintains two information offices in Toronto and area offices in 12 other Ontario cities. The WCB reports to the Legislature through the Minister of Labour. Contact Head Office or local offices.

DISABLED

See also Disability

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides financial assistance for mothers raising children alone, the **disabled,** the blind, permanently unemployable fathers or single

persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the **disabled** and the blind is also known as GAINS-D (Guaranteed Annual Income System, **Disabled)** Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to $150 monthly. Contact District Office.

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and **disabled)** Family Benefits (financial allowances for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in sports for individual satisfaction and enjoyment. Promotes competition in multi-sports games (e.g. Regional & Provincial; Ontario Summer & Winter Games for the able bodied & **disabled)** Provides administrative, consultative services and grants to provincial sport governing bodies. The Ontario Sports Admin. Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is funded by this Ministry. Sports Awards Program honors accomplishments of Ontario athletes and citizens in amateur sports. Coaching Development Program improves calibre of leadership available to amateur sport through coaches and officials. Ontario Sports Travelcade takes sports and fitness resources around Ontario to help raise level of expertise of athletes, coaches, etc. Ontario Elite Athlete Assistance Program provides limited financial assistance to selected amateur athletes for training and competition.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT, administered by the Drugs & Therapeutics Br, provides prescribed drugs free to senior citizens (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months & are Canadian citizens or landed immigrants; to recipients of Family Benefits (FBA), General Welfare (GWA) and vocational rehabilitation assistance, Homes for Special Care & Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to drug benefit. Federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms available at most pharmacies or write: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & **disabled)** GWA & other recipients are issued monthly cards. Drugs must be listed in the Drug Benefit Formulary (for quality & cost control), prescribed by a doctor or a dentist & obtained in Ontario.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees **disabled** by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabili-

tation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. Anyone whose interests are affected may appeal a WCB decision made under the Act. The Board is entirely financed by employer assessments, which also underwrite the safety education programs provided by nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre is in Downsview. The Board maintains two information offices in Toronto and area offices in 12 other Ontario cities. The WCB reports to the Legislature through the Minister of Labour. Contact Head Office or local offices.

DISADVANTAGED PERSONS

Disadvantaged Persons, see Handicapped.

DISASTERS

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared **disasters** (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

DISCHARGING A MORTGAGE

Discharging a Mortgage, see CCR Regional Property Registration.

DISCLOSURE

416-963-0223

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' **disclosure** of take-over bids, proxy and proxy solicitation, insider trading and financial **disclosure** for the benefit of investors (963-0259). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (963-0239). Investigates complaints about brokers and salesmen and about actions by companies affecting the value of securities (963-0242). Handles registration of securities dealers, salesmen, underwriters and advisers (963-0228). Also registers Venture Investment Corporations under the Venture Investment Corporations Act to provide incentives to investment companies which financially assist small business (963-0259).

DISCRIMINATION

416-965-6841

ONTARIO HUMAN RIGHTS COMMISSION administers the Ontario Human Rights Code to achieve equal treatment for all people in the areas of employment, housing, public accommodation, services and facilities such as hotels and restaurants, and related advertising, regardless of race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin. Investigates and conciliates complaints of **discrimination.** Promotes public education to eliminate prejudice and provides publications on human rights. Undertakes resolution of

community problems involving race and ethnic relations when tensions threaten to erupt into violence. The Commission reports to the Legislature through the Minister of Labour. Contact regional offices.

DISEASE

Disease, see also Venereal Disease, also Respiratory Diseases.

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls dealers of fruit & vegetables. Issues licences to nurseries, and controls **disease** found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) production, packaging, wholesaling and retailing. Contact county or district office.

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of **disease.** Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control **disease** of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-965-2301

HEALTH, CLINIC SERVICES BR Chest **Disease** Service provides diagnostic services for tuberculosis and other respiratory diseases and ambulatory treatment for tuberculosis through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, PUBLIC HEALTH Engineering Section collects and evaluates data on the analysis of drinking water and on the quality of the supply in recreational areas. Provides engineering advice on control measures for outbreak of communicable **disease,** on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control **disease** common to man and animals (zoonoses) such as rabies, salmonellosis, brucellosis, etc. Consultants advise Public Health Officers and physicians and project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-4094
HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable **disease** by collecting data and keeping local Public Health Officers aware of **disease** trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control **disease.** See also other sections in Health Community Health Protection Br described separately.

416-248-3196
HEALTH, LABORATORY SERVICES BR has laboratories throughout the province which perform tests to assist in diagnosis, prevention and treatment of **disease.** Serves doctors, hospitals, other ministries, and analyzes drinking water for the general public. For drinking water specimen mailing kits call local public health laboratory.

DISTRICT HEALTH COUNCILS

416-965-8059
HEALTH, COMMUNITY HEALTH SERVICES AREA PLANNING COORDINATORS develop and promote **District Health Councils** which serve as local health planning bodies, coordinating and consolidating health services and planning new programs for their areas. Volunteers representing a cross-section of the Ontario population are nominated to the councils at the local level and recommended for appointment by the Minister of Health. The five Area Planning Coordinators act as prime Ministry contacts for health planning and coordination of Ministry plans and operations on an area basis.

DISTRICTS

Districts, see Municipalities

DIVORCE

416-965-4118
ATT GEN, CROWN LAW OFFICE, CIVIL Law provides the Ontario Government with civil litigation in all levels of courts, boards and tribunals. Provides professional advice and legal opinions to all government ministries, agencies and tribunals. Examines applications for judicial review to determine if an intervention will be made on behalf of the Attorney General. Deals with claims for and against the Crown. Answers inquiries from the public on statutes administered by this ministry. Acts for the Queen's Proctor in **divorce** matters. The Constitutional Law Branch of this office handles cases involving constitutional questions.

416-965-1865
ATT GEN, OFFICIAL GUARDIAN represents the civil rights of persons under a legal disability usually children under 18 years of age or the mentally incompetent, as well as unborn and absentee persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of children in **divorce** cases.

416-965-5545
ATT GEN, SUPREME COURT OF ONTARIO, the highest civil court in the province, consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of Appeal, which hears only appeals and is the highest court in the province. With certain exceptions,

parties before the High Court may demand a trial by judge and jury. The Family Law Division of the High Court (965-7418) handles trials of **divorce** actions and motions relating to disputes between husband and wife or parents and children, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of Appeal sit in Toronto.

416-965-5545

ATT GEN, SUPREME COURT OF ONTARIO REGISTRAR'S Office, Judicial District of York handles inquiries regarding civil litigation commenced in this district, including **divorce** actions as to state of action (965-5582) and bankruptcy (965-5573). Provides certified copies of court documents, e.g. final **divorce** decree (965-5563). For listing of cases for trial contact 965-7418 for **divorce** and 965-7415 for cases other than divorce. Outside this Judicial District contact county or district Supreme Court Registrar. Questions about legal rights and advice should be referred to a lawyer.

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, marriages, **divorce** and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of $3.00 each. For correction of errors in registrations, contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

DOCKS

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, **docks** and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

DOCTORS

Doctors, see Physicians.

DOCUMENT CERTIFICATION

Document Certification, see Govt Serv Protocol Services Recording Office.

DOMESDAY BOOK

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to prospectors, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown

land. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the **Domesday Book)** on land that was formerly Crown land. Maintains acreage tax rolls; carries out forfeiture process for patented mining lands.

DOWNTOWN REVITALIZATION

Downtown Revitalization, see Housing Community Renewal Br (B), also Ind & Tour Consultative Services Br Grants.

DRAINAGE

416-965-9433

AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile **Drainage** Act and the Drainage Act which provide financial assistance to improve the productivity of agricultural land. Administers the Agricultural Tile **Drainage** Installation Act which requires licensing of installers of tile drainage systems on agricultural land.

416-248-3661

TR & COMM, DESIGN & CONSTRUCTION BR develops policy to administer provincial roads and highways construction program. Reviews, updates and develops new design and construction policies, procedures, specifications, standards and technology for use by regional designer and regional construction; monitors and analyzes their application. Provides technical construction expertise to regional offices. Supplies ministry projects with special engineering design services, detailed design of electrical facilities and **drainage** and hydrology studies. Reviews contract documents, prepares them for advertising; processes contract awards and monitors contract payments. Monitors regions to ensure that policies and procedures for administering construction contracts are met.

DRAINAGE BASINS

Drainage Basins, see Basins

DRAMA

Drama, see Ontario Arts Council, Theatre

DRINKING WATER

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to municipalities for sewage and water works, and for the collection of derelict motor vehicles. Deals with regulations and standards for pollution control relating to septic tanks, derelict motor vehicles, litter, pop bottles, waste disposal sites, sewage sludge (especially in the Great Lakes), boating and ice huts. Also deals with the provision of safe **drinking water.** Contact regional office.

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, PUBLIC HEALTH Engineering Section collects and evaluates data on the analysis of **drinking water** and on the quality of the supply in recreational areas. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

416-248-3196

HEALTH, LABORATORY SERVICES BR has laboratories throughout the province which perform tests to assist in diagnosis, prevention and treatment of disease. Serves doctors, hospitals, other ministries, and analyzes **drinking water** for the general public. For drinking water specimen mailing kits call local public health laboratory.

DRIVE-IN THEATRES

Drive-In Theatres, see Theatres

DRIVER'S LICENCE

416-965-4223

ATT GEN, AUDIT SERVICES BR is responsible for the Ministry's audit functions. For a description of activities see the first entry under Audit. The branch also administers the Defaulted Fines Control Centre (**driver's licence** suspension system). Contact 965-3711, 965-9012 or 965-0296.

416-965-7523

ATT GEN, PROVINCIAL COURTS CRIMINAL DIV, METRO Toronto deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Courts offices (965-7534 if paid in person; 965-7515 if paid by mail). Summons Issuance (965-2177) issues summonses for minor criminal and liquor law violations. For inquiries re: payment of fines following conviction and **driver's licence** suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the court's branches or to the Bail Office (965-7522). Civil marriages are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-965-1581

TR & COMM, DRIVER CONTROL OFFICE, Licensing & Control Branch ensures that Ontario drivers are competent to operate vehicles; keeps records to identify problem drivers. Runs demerit point system; issues warnings; conducts interviews, re-examinations, and suspends and reinstates **driver's licence** as required by statute. Checks collision reports to determine need for re-examinations, medical or vision certificate. Contact regional offices. Re suspensions of uninsured drivers under the Motor Vehicle Accident Claims Act, call CCR Motor Vehicle Accident Claims, Tel. 963-0501. For fines non-payment call Defaulted Fines Control Centre under the Ministry of the Attorney General, Tel. 965-3711.

416-965-7143
TR & COMM, DRIVER LICENSING OFFICE, Licensing & Control Branch issues an appropriate **driver's licence** to all eligible applicants in Ontario, including learners permits, renewals, replacements and corrections of licences. Collects and refunds appropriate fees to drivers. Maintains statistics on collisions. For driver examination contact regional or district office; in Toronto call Central Region at 248-7163.

416-248-7154
TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices located throughout Ontario, provides driver examination, vehicle inspection and highway carrier enforcement programs. Driver examination program tests for classified drivers of motor vehicles including motorcycles, driver education instructors and issues **driver's licence.** Vehicle inspection involves commercial motor vehicles, auditing of school bus inspections, safety standard certificates, and the operation of portable and permanent inspection lanes. Highway carrier officers inspect commercial motor vehicles for compliance with the law on oversize and overweight vehicles. Oversize/overweight permits are issued in districts on an annual, project and special trip basis. Contact district office; in Metro Toronto call Central Region, 248-7163; for inspection lanes, 248-3409.

DRIVERS

Drivers, see also Driver's Licence

416-963-0501
CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) provides compensation to victims of accidents caused by **drivers** of uninsured, stolen and hit and run vehicles by administering the Motor Vehicle Accident Claims Act. Funds are received from vehicle owners who pay a penalty to the licensing office when registering their vehicles without insurance.

416-965-4456
SOL GEN, OPP, CENTRAL RECORDS & COMMUNICATIONS BR maintains a central police records centre, the Ontario Provincial Police (OPP) teletype network, and Canadian Police Information Centre (CPIC) computer terminals at OPP installations. The branch provides management information; also disseminates information to law enforcement agencies on criminal activities, suspended Ontario **drivers,** and vehicles registration.

416-965-1581
TR & COMM, DRIVER CONTROL OFFICE, Licensing & Control Branch ensures that Ontario **drivers** are competent to operate vehicles; keeps records to identify problem **drivers.** Runs demerit point system; issues warnings; conducts interviews, re-examinations, and suspends and reinstates driver's licence as required by statute. Checks collision reports to determine need for re-examinations, medical or vision certificate. Contact regional offices. Re suspensions of uninsured **drivers** under the Motor Vehicle Accident Claims Act, call CCR Motor Vehicle Accident Claims, Tel. 963-0501. For fines non-payment call Defaulted Fines Control Centre under the Ministry of the Attorney General, Tel. 965-3711.

416-965-7143
TR & COMM, DRIVER LICENSING OFFICE, Licensing & Control Branch issues an appropriate driver's licence to all eligible applicants in Ontario, including learners permits, renewals, replacements and corrections of licences. Collects and refunds appropriate fees to

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416-248-3548

TR & COMM, PROGRAM DEVELOPMENT BR determines regulatory program needs of **drivers** and private and commercial vehicles by conducting an annual evaluation of their performance. Develops new programs and strategies to meet Ontario's social, economic, environmental and technological needs. Establishes standards for **drivers** and vehicles. Manages the vehicle equipment approval program and investigates accidents in which condition of vehicles may have been contributory factor. Develops and modifies procedures for safety standards enforcement. Prepares drafts for proposed legislation and regulations.

DRUG BENEFIT

416-965-6685

HEALTH, DRUGS & THERAPEUTICS BR is responsible for quality assurance, cost control & program management of Ontario's **Drug Benefit** & PARCOST (Prescriptions At Reasonable Cost) programs. Publishes & distributes the Ont. Drug Benefit/PARCOST Comparative Drug Index, a prescribing guide for doctors & dispensing aid for pharmacists. Drugs listed are assessed for safety, quality & therapeutic efficacy by analytical testing & document evaluation. When prescribed by a doctor or a dentist, drugs in the Formulary are available free to **Drug Benefit** recipients. Pharmacists voluntarily participating in PARCOST agree to dispense drugs at no more than cost listed in Index plus dispensing fee. Advises the Ministry, gov't. agencies & institutions, professional groups, the pharmaceutical industry & public on pharmaceutics, pharmacology & therapeutics. Sets standards of quality & cost control for pharmaceutical services in nursing homes, Homes for the Aged, hospitals, gov't. institutions.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT, administered by the Drugs & Therapeutics Br, provides prescribed drugs free to senior citizens (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months & are Canadian citizens or landed immigrants; to recipients of Family Benefits (FBA), General Welfare (GWA) and vocational rehabilitation assistance, Homes for Special Care & Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to **drug benefit.** Federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms available at most pharmacies or write: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the

blind & disabled), GWA & other recipients are issued monthly cards. Drugs must be listed in the Drug Benefit Formulary (for quality & cost control), prescribed by a doctor or a dentist & obtained in Ontario.

DRUGS

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS may provide charitable organizations and social agencies with capital and operating grants, assistance in planning, construction or purchase of facilities, and development of residential services including short stay residences, homes for unmarried mothers, homes for children and youth (juveniles) who are emotionally disturbed, delinquent or who abuse the use of **drugs.** Also registers group homes caring for five or more children operated by individuals or groups. Contact Child Welfare Branch.

416-595-6100

HEALTH, ADDICTION RESEARCH FOUNDATION (ARF) conducts research and demonstration treatment, provides educational and consultative services, and publishes material in the field of alcohol and **drugs.** Information is available about various social services for people concerned with psychoactive **drugs** including alcohol. The library of the Addiction Research Foundation has an extensive collection of research reports, books and audio-visual material and is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for alcoholics and drug abusers and addicts is available through the Clinical Institute (595-6021), an 80-bed research and teaching hospital affiliated with University of Toronto. Community consultation and treatment referral is available from ARF branches throughout Ontario.

416-965-2161

HEALTH, COMMUNITY HEALTH, HOME CARE PROGRAM provides health services at the local level to insured Ontario residents in their home upon recommendation of a doctor. Services include nursing, physiotherapy, occupational therapy, medical and social work, **drugs** and medical supplies, meals-on-wheels, and homemaking. Contact Queen's Park or local Board of Health.

416-965-4094

HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable disease by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with **drugs** for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

416-965-6685

HEALTH, DRUGS & THERAPEUTICS BR is responsible for quality assurance, cost control & program management of Ontario's Drug Benefit & PARCOST (Prescriptions At Reasonable Cost) programs. Publishes & distributes the Ont. Drug Benefit/PARCOST Comparative Drug Index, a prescribing guide for doctors & dispensing aid for pharmacists. **Drugs** listed are assessed for safety, quality & therapeutic efficacy by analytical testing & document evaluation. When prescribed by a doctor or a dentist, **drugs** in the Formulary are available free to Drug Benefit recipients. Pharmacists voluntarily participating in PARCOST

agree to dispense **drugs** at no more than cost listed in Index plus dispensing fee. Advises the Ministry, gov't. agencies & institutions, professional groups, the pharmaceutical industry & public on pharmaceutics, pharmacology & therapeutics. Sets standards of quality & cost control for pharmaceutical services in nursing homes, Homes for the Aged, hospitals, gov't. institutions.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT, administered by the Drugs & Therapeutics Br, provides prescribed **drugs** free to senior citizens (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months & are Canadian citizens or landed immigrants; to recipients of Family Benefits (FBA), General Welfare (GWA) and vocational rehabilitation assistance, Homes for Special Care & Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to drug benefit. Federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms available at most pharmacies or write: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly cards. **Drugs** must be listed in the Drug Benefit Formulary (for quality & cost control), prescribed by a doctor or a dentist & obtained in Ontario.

416-965-8114

SOL GEN, OPP, SPECIAL INVESTIGATION BR provides assistance to Crown attorneys and law enforcement agencies including Chiefs of Police and other government agencies which deal with liquor licensing, liquor laws infractions, gambling, and suppression of illegal **drugs.**

DUMPS

Dumps, see Waste Disposal Sites

EASEMENTS

Easements, see Rights of Way

ECONOMIC

416-965-1064

AG & FOOD, ECONOMICS BR undertakes research into **economic** aspects of agriculture including production, marketing, land use planning, rural sociology, statistics.

416-487-6142

CULT & REC, ONTARIO HISTORICAL STUDIES SERIES Project produces comprehensive, scholarly and readable books on the historical development of Ontario. The series is divided into six parts: Bibliography of Ontario History; Biographies of major Premiers; Historical Atlas; Theme studies on aspects of Ontario's **economic,** social, political and cultural development; General history; and Oral history featuring interviews with people who have played a key role in Ontario's development. The series receives financial support from the Ministry of Culture and Recreation.

416-965-7119

IND & TOUR, INDUSTRY & TRADE ANALYSIS BR Economic Analysis Section (965-5354) analyzes major **economic** issues to develop recommendations that will enhance the

Ontario business environment. Market Research Section (965-4347) collects and analyzes international trade and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request.

416-965-7078

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, business, households, labour force, migration, consumer prices. For general social and **economic** statistics including population, manufacturing, energy, call 965-7078; credit unions, registration of mortgages, health expenditure, call 965-3792; gross provincial product & **economic** accounts for Ontario, demographic and social statistics, estimates and projections, call 965-2217.

416-965-5454

TE & IA, ECONOMIC ANALYSIS BR monitors **economic** and social developments in Ontario, Canada and elsewhere. Provides provincial government with consultative services on short-term consequences for Ontario of proposals from government and the public. Studies include natural resources, transportation, energy and labour aspects.

416-965-7081

TE & IA, ECONOMIC DEVELOPMENT BR functions include: development and recommendation of **economic** development policies concerning the broad strategies for the five planning regions in Ontario; analysis of specific **economic** development proposals and issues with significant regional impact and the development of appropriate policy options; analysis of sectors with major **economic** and regional development significance; coordination of negotiations with the Department of Regional Economic Expansion on behalf of the Province; project development, analysis and monitoring for the Regional Priority Budget in Southern Ontario.

416-965-2999

TE & IA, **ECONOMIC** POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and strategies. Studies foreign investment, foreign trade policy, Competition Act, housing, energy, and anti-inflation programs.

416-965-4315

TE & IA, ONTARIO ECONOMIC COUNCIL (OEC) is an advisory group reporting to the Government on a wide range of **economic** and other matters, such as urban affairs, social security, health and education policy. The OEC coordinates its work with the Economic Council of Canada and government ministries. Publishes an annual report which details research publications and work in progress.

416-248-3634

TR & COMM, ECONOMIC POLICY OFFICE develops **economic** policies for the transportation sector. Assists small business with shipping problems. Divided into three sections:

Modal Studies (248-3744); Forecasting and Market Studies (248-3756); and Transportation Pricing (248-3634).

EDIBLE OILS

416-965-3107

AG & FOOD, MILK COMMISSION OF ONTARIO develops policy for producing, processing and marketing milk and dairy products. Serves as an appeal tribunal for anyone within the industry aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch (e.g. licensing of plants manufacturing oleomargarine and **edible oils)** Also interprets the Milk Act and its regulations for the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

416-965-2411

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. Provides for inspection of all dairy farms and monthly testing of raw milk. Arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, oleomargarine and **edible oils.** The laboratory in Guelph analyzes all samples for butterfat, protein and lactose and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

EDUC BUDGET SERVICES BR

416-965-5342

EDUC, BUDGET SERVICES BR is responsible for preparation of multi-year plan and preparation and coordination of annual estimates. Monitors expenditure trends and provides analytical support services to the Ministry.

EDUC COMMUNICATIONS SERVICES BR

416-965-6407

EDUC, COMMUNICATIONS SERVICES BR is the information service for the Ministry of Education. For a description of activities see first entry under Information Service. In addition its Library Services Section provides the Ministry of Education with library services, a newspaper clipping service, conference information, and selective dissemination of information relevant to ministry projects.

EDUC CORRESPONDENCE EDUCATION BR

416-965-2657

EDUC, CORRESPONDENCE EDUCATION BR provides Ontario residents with the opportunity to obtain or supplement elementary and secondary education through correspondence courses. All courses have the same credit values as those offered by an Ontario elementary, secondary or inspected private schools and certificates are given to students upon the successful completion of courses. The Branch also presents secondary school graduation and honour graduation diplomas to qualified students. For details about eligibility, courses and services of the branch call, write or visit Correspondence Education Branch, 909 Yonge St., Toronto M4W 3G2, or contact Ministry Regional Offices.

EDUC COUNCIL ON FRENCH LANGUAGE SCHOOLS

416-965-2190

EDUC, COUNCIL ON FRENCH LANGUAGE SCHOOLS ensures the continuing development of education for French speaking students in Ontario. The Council advises the Minister of Education and his Deputy on all matters pertaining to French language schools.

EDUC CURRICULUM BR

416-965-5982

EDUC, CURRICULUM BR produces curriculum guidelines, resource material and circulars for use in Ontario from Kindergarten to Grade 13 and annotated lists of Canadian materials for use with above guidelines. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements metrication in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Supports elementary and secondary school broadcasts and related services through the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

EDUC EDUCATION DATA PROCESSING BR

416-965-6669

EDUC, EDUCATION DATA PROCESSING BR provides data processing services to the ministry and, through a cooperative remote job entry network, to a broad segment of the provincial educational community. Designs and maintains systems for the ministry, some boards of education and schools. Systems include: the Student Guidance Information Service which offers career and educational planning information to students, the Student Scheduling System to test the viability of class scheduling timetables, the Personnel Payroll Administration System for school boards, and statistical and administrative systems for the ministry.

EDUC FINANCIAL MANAGEMENT BR

416-965-2611

EDUC, FINANCIAL MANAGEMENT BR, besides the normal functions of financial management (965-2611) and accounting (965-2612), collects outstanding loans made under the Ontario Student Aid Loan Plan, a student aid program discontinued in 1964. Also collects fees for teachers' colleges and summer courses offered to teachers and for duplicates of students' transcripts and teachers' certificates.

EDUC INFORMATION SYSTEMS & RECORDS BR

416-965-2624

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of certificates to elementary and secondary school teachers (965-2600), evaluation of teaching qualifications (965-6126), evaluation of foreign educational documents of landed immigrants for employment or study at the elementary and secondary school levels (965-1356), admission of teachers to Ministry summer courses (965-4487), secondary school diplomas and scholarships (965-7291), secondary school bursaries (965-2236), transcripts of student records (965-7291), transcripts of training courses for teachers (965-2600), and inspection of private schools (965-6802). The Branch also provides coordination, research and evaluation of management information gathered from school boards, schools, teachers and students (965-6802). Compiles, analyzes and disseminates statistics relating to all aspects of education (965-2660).

EDUC LANGUAGES OF INSTRUCTION COMMISSION

416-965-3155

EDUC, LANGUAGES OF INSTRUCTION COMMISSION of Ontario was established to help resolve disputes between school boards and parents over the provision of education programs in the language of a minority group, French or English as the case may be.

EDUC MANAGEMENT SERVICES BR

416-965-2308

EDUC, MANAGEMENT SERVICES BR supplies the ministry with administrative services. For a description of functions see first entry under Administrative Services. Maintains micro files on teachers and ministry research projects. Responsible for records and forms management, administrative systems, purchasing, word processing centre, warehouse and distribution centre and copycentres.

EDUC PERSONNEL BR

416-965-2222

EDUC, PERSONNEL BR performs the personnel functions for the Ministry of Education. For a description of branch activities, see first entry under Personnel.

EDUC PROFESSIONAL DEVELOPMENT BR

416-965-2667

EDUC, PROFESSIONAL DEVELOPMENT BR administers summer courses for teachers (965-2664) and coordinates teachers' winter courses which are sponsored by local school boards and approved by regional offices (965-2450). Arranges exchanges for teachers and school board personnel within Ontario and across Canada, (965-9667). Administers examination of supervisory officers after completion of pre-service and in-service training (965-9672). Provides financial assistance for French language professional development activities for teachers (965-9667). Provides staff training and development to ensure improvement and advancement of Ministry personnel (965-2680).

EDUC REGIONAL SERVICES

416-965-5606

EDUC, REGIONAL SERVICES inform school systems about Ministry programs and policies on education and ensure that these policies are carried out. Inform the Ministry about activities and issues in school systems; make recommendations for action and policy formulation. Assist school boards to develop means of evaluating their programs; offer program administration support to those boards whose size precludes an administrative structure. Maintain liaison with the public, universities, faculties of education, other ministries and related bodies. Administer programs and policies delegated to regional directors. There are six Regional Offices in Ontario.

EDUC RESEARCH & EVALUATION BR

416-965-9665

EDUC, RESEARCH & EVALUATION BR disseminates education research results to school boards and to the public. May provide grants for education research proposed by qualified researchers in Ontario educational organizations (965-3141). Publishes research findings on Ministry research contracts and grants through the Ontario Government Bookstore. Develops and coordinates educational evaluation systems.

EDUC SCHOOL BUSINESS & FINANCE BR

416-965-5624

EDUC, SCHOOL BUSINESS & FINANCE BR sets standards for, advises on, and supervises audits of financial documents of school boards. Determines how provincial grants to local boards will be distributed. Provides architectural advice to all boards and to ministry on building needs, for construction of elementary and secondary schools. Conducts research in energy conservation in schools.

EDUC SPECIAL EDUCATION BR

416-965-2663

EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional students outside the normal school structure in schools for the blind and deaf, in developmental centres schools for the retarded, developmentally handicapped and emotionally disturbed, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the deaf. School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students.

EDUC STUDENT ACTIVITIES & SPECIAL PROJECTS

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (965-5635) and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989), Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Teacher Exchange Programs (965-5996). Administers the Second-Language Monitor Program which encourages bilingual university students to act as teaching monitors to teachers of French or English as a second language (965-5996). Operates the Ontario Student Leadership Centre which accepts secondary school students for leadership training courses (965-5989). The Student Guidance Information Service (965-9676) provides computerized career and institutional information to schools. The branch prepares guidance documents and Ontario Student Record material.

EDUC SUPERVISION & LEGISLATION BR LEGISLATION

416-965-2060

EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing legal services to the Ministry of Education, provides information and advice to school boards, municipalities, teachers and the public about education statutes (e.g. provision of French language education) that affect their rights, duties and responsibilities.

EDUC SUPERVISION & LEGISLATION BR SUPERVISION

416-965-2228

EDUC, SUPERVISION & LEGISLATION BR, SUPERVISION Section serves as a main channel of communication between the Ministry and schools (e.g. private schools, correctional and National Defence Schools), organizations of teachers, principals, trustees and school officials. Advises them on all aspects of school administration. The office of the Provincial School Attendance Counsellor is located at this branch.

EDUC TEACHER EDUCATION BR

416-965-1341

EDUC, TEACHER EDUCATION BR approves and supervises programs of teacher education offered by teacher education institutions and administers Ontario Teacher Education College (Hamilton & Toronto). Sets policy concerning regulations relating to certification of teachers, vice-principals and principals.

EDUC TEACHERS SUPERANNUATION COMMISSION

416-226-2700

EDUC, TEACHERS SUPERANNUATION COMMISSION provides pensions for teachers upon retirement or early retirement because of physical or mental disability. Also provides income to widowed spouse or orphans of deceased teachers.

EDUCATION

Education, Ministry of, see EDUC Branch Name, see also Colleges, also Universities.

EDUCATION DOCUMENTS

Education Documents, evaluation of, see Educ Information Systems & Records Br.

EDUCATION RELATIONS COMMISSION

416-922-7679

EDUCATION RELATIONS COMMSSION (ERC) was established in 1975 to administer negotiation procedures for teachers and school boards. Assists in negotiations, supervises teachers' votes and advises the Lieutenant Governor in Council when a strike or a lockout is jeopardizing the students' education.

EDUCATION RESEARCH

416-965-9665

EDUC, RESEARCH & EVALUATION BR disseminates **education research** results to school boards and to the public. May provide grants for **education research** proposed by qualified researchers in Ontario educational organizations (965-3141). Publishes research findings on Ministry research contracts and grants through the Ontario Government Bookstore. Develops and coordinates educational evaluation systems.

EDUCATIONAL EXCHANGES

Educational Exchanges, see Exchanges.

EDUCATIONAL TELEVISION

416-484-2600

CULT & REC, OECA. The Ontario Educational Communications Authority, an autonomous provincial Crown corporation, administers educational broadcasting in Ontario. OECA operates an **educational television** network, TVOntario, with outlets in Toronto (Channel 19), Ottawa (Channel 24), Kitchener (Channel 28), London (Channel 18), Chatham (Channel 19) & Windsor (Channel 32). In the summer of 1978 TVOntario will service Thunder Bay (Channel 9), Sudbury (Channel 19), Saulte Ste Marie (Channel 20); other northern areas are reached by microwave cable link. Broadcast day extends for 16 hours with programs aimed at pre-school, in-school, teachers & adult learners. OECA also operates the Provincial Broadcast Service for 2-3 hours using facilities of CBC, its affiliates & private

stations. Provides: a cable package for viewers in areas not reached by TVOntario, video & audio tapes through its VIPS Distribution Systems.

EFFLUENTS
Effluents, see Waste

ELDERLY
Elderly, see Senior Citizens

ELDERLY PERSONS CENTRES
Elderly Persons Centres, see Comm Soc Senior Citizens Br.

ELECTION

416-965-0455

COMMISSION ON ELECTION CONTRIBUTIONS & EXPENSES administers the **Election** Finances Reform Act which provides for registration of political parties and constituency associations active in Ontario, and candidates in a provincial **election.** Limits political contributions to, and period of advertising and advertising expenses of, registered parties, constituency associations and candidates during a provincial **election** campaign. Provides subsidies to candidates with respect to campaign expenses incurred. Requires filing of audited campaign period statements of receipts & expenses by political parties, constituency associations and candidates, and audited annual financial statements, including statements of assets and liabilities by political parties and constituency associations.

416-965-6831

LEGISLATIVE ASSEMBLY ONTARIO ELECTION OFFICE serves government ministries and agencies and the public by providing information relating to legislation and procedures for votes taken at a General **Election** or By-Election under the Ontario Election Act. To find out name, telephone number and contact address of the Members of Provincial Parliament (MPP) in one's electoral district, phone the Election Office. Historical information on previous elections, Legislatures and Cabinets also available.

ELECTORAL DISTRICT

416-965-6831

LEGISLATIVE ASSEMBLY ONTARIO ELECTION OFFICE serves government ministries and agencies and the public by providing information relating to legislation and procedures for votes taken at a General Election or By-Election under the Ontario Election Act. To find out name, telephone number and contact address of the Members of Provincial Parliament (MPP) in one's **electoral district,** phone the Election Office. Historical information on previous elections, Legislatures and Cabinets also available.

ELECTRIC POWER PLANNING
Electric Power Planning, see Royal Commission on Electric Power Planning.

ELEVATING DEVICES

416-965-4111

CCR, ELEVATING DEVICES BR inspects and licenses **elevating devices** including elevators, escalators, dumbwaiters, moving walks, platform lifts and ski lifts. Reviews and approves designs of new installations and major alterations. Investigates accidents and complaints of unsafe conditions or improper use of **elevating devices.** Registers contractors involved in maintenance and monitors their performance.

EMBALMERS

416-963-0511

CCR, CEMETERIES BR administers the Cemeteries Act which regulates the operations of commercial and non-profit cemeteries, burial grounds, church yards, mausolea, crematoria and columbaria. The branch also answers inquiries and investigates complaints about cemeteries and burials. Contact Queen's Park or regional offices. For inquiries about funeral directors and **embalmers,** call the registrar of the Board of Funeral Services, First Floor, 25 Grosvenor St., Toronto, 921-5164.

EMERGENCY

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides financial assistance for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate **emergency** funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to $150 monthly. Contact District Office.

416-965-3237

ENV, POLLUTION CONTROL BR CONTINGENCY PLANNING Section promotes organization and planning by industries, the municipalities and federal and provincial agencies to control and cope with pollution caused by **emergency** spills of contaminants.

416-965-8034

HEALTH, AMBULANCE SERVICES BR is responsible for licensing and inspection of ambulance services in Ontario. Dispenses funds to, and generally monitors, these services. Operates a training program for volunteer & part-time driver/attendants, and is responsible for central examination of graduates of the Ambulance & **Emergency** Care program in community colleges. Provides Ontario Health Insurance Plan approval and guidance regarding air transfers. Coordination of air ambulance transfers is handled through York South Ambulance Service. Operates the Ontario Ambulance Services Information System. The branch does not accept requests for emergency ambulance service. Six Regional Coordinators perform decentralized planning & coordinating functions. If **emergency** ambulance

service is required, consult inside cover of local telephone book or dial 'O' for operator and ask for Zenith 90,000.

EMISSIONS

Emissions, see Pollution

EMOTIONALLY DISTURBED

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS may provide charitable organizations and social agencies with capital and operating grants, assistance in planning, construction or purchase of facilities, and development of residential services including short stay residences, homes for unmarried mothers, homes for children and youth (juveniles) who are **emotionally disturbed,** delinquent or who abuse the use of drugs. Also registers group homes caring for five or more children operated by individuals or groups. Contact Child Welfare Branch.

416-965-8067

COMM SOC, CHILDREN'S MENTAL HEALTH SERVICES BR, administering the Children's Mental Health Centres Act, authorizes the establishment, licensing, funding and setting of standards of facilities for centres that treat children and youth who are **emotionally disturbed** or suffer from mental disorder. Included in these residential or non-residential centres all over Ontario is the Four-Phase Service System, a network of independent programs serving severely disturbed teenagers from the Metro Toronto area. Thistletown and White Oaks, two provincially operated facilities for treating **emotionally disturbed** children are under the jurisdiction of this branch. It also funds two Regional Centres at Ottawa and Sudbury which do not fall under the Act.

416-965-2663

EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional students outside the normal school structure in schools for the blind and deaf, in developmental centres schools for the retarded, developmentally handicapped and **emotionally disturbed,** and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the deaf. School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students.

EMPLOYEE BENEFITS

Employee Benefits (Ontario Public Service), see Civ Serv Benefits Policy Br, also Govt Serv Employee Benefits Br.

EMPLOYEE RELOCATION

416-965-4777

GOVT SERV, REALTY SERVICES BR is responsible for the appraisal, negotiation and surveying services required in the acquisition and sale of real estate for most ministries,

including land required for construction programs. Appraises, negotiates and acquires leased accommodation. Handles interim management of government property and disposes of such through sale or lease. Assists government employees transferred to other locations in Ontario in selling their homes under the Home Owner **Employee Relocation** Plan (phone: 965-6748). Maintains an inventory of government-owned land, buildings, leases and accommodation.

EMPLOYEES

Employees, see also Manpower.

416-965-6086

CIV SERV, PAY POLICY & ADMIN BR recommends Ontario Public Service pay policy to the Commission. Develops for approval by Management Board the government's objectives in negotiations with Ontario Public Service **Employees** Union (OPSEU) covering pay. Recommends pay revisions for management classes and develops the technology used in the maintenance of pay determination processes, monitoring and cost forecasting systems.

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service **employees** regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6426) hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union (OPSEU), the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6426) hears any appeal re union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate disputes between **employees** and unions re wages, collective agreements, etc.

416-965-1483

CIV SERV, RECRUITMENT BR (B) develops and administers policies, standards and procedures to control the recruitment activities of the Ontario Public Service. Reviews and recommends for approval all requests from ministries for unclassified appointments and external recruitment. Develops policies on surplus **employees** and manpower control. Reviews delegated recruiting agreements and provides ministries with staffing, training and recruitment services for non-delegated classes, e.g. personnel administrators. See also Civ Serv Recruitment Br (A).

416-965-1438

CIV SERV, STAFF DEVELOPMENT BR (B). Staff Development Services Section (965-1438) identifies staff development needs of Ontario Government **employees.** Develops appropriate learning experience to meet these needs and evaluates effectiveness of this training. Courses and seminars are usually held at the Staff Development Centre, Kempenfeldt Bay, Barrie (705-728-2321). See also Staff Development Br (A) for other sections in Branch.

416-965-5161

GOVT SERV, EMPLOYEE ADVISORY SERVICE provides confidential counselling and referral services on work-related problems to **employees** of the Ontario Public Service (OPS).

Provides training programs and individual consultations to managers and personnel administrators in dealing with troubled **employees** and work performance problems. Provides day care counselling to OPS employees (965-9953).

416-965-6861

GOVT SERV, EMPLOYEE BENEFITS BR administers the following benefits plans for **employees** of the Ontario Public Service: Public Service Superannuation Act, Superannuation Adjustment Benefits Act, Employees' Group Insurance Plan, Long Term Income Protection. Informs existing and retired **employees** of the benefits available. The branch is not concerned with family benefits or pensions in the private sector.

416-965-6541

GOVT SERV, EMPLOYEE DATA SERVICES BR operates and maintains the Integrated Payroll Personnel Employee Benefits (IPPEB) system. Central agencies and all ministries receive a variety of services from the system including: pay lists, cheques, work history data, ministry organization structures, status changes of **employees,** pension contribution data, life insurance, Ontario Health Insurance Plan (OHIP) information, T-4 income tax forms and salary structures. Inquiries should be directed to Personnel or Payroll branches of the ministry concerned or to client liasion officers within the Employee Data Services Branch.

416-965-6751

GOVT SERV, EMPLOYEE HEALTH SERVICES BR provides direct health services to **employees** of the Ontario Public Service at their places of work in Toronto. Also provides advisory services to management on the health of the work force through various medical examinations.

416-965-1709

GOVT SERV, PUBLIC SERVICE SUPERANNUATION BOARD recommends payments of annuities, pensions and disability benefits to Ontario Public Service **Employees** and approves applications in respect of past service credits and pension credit transfers under the Public Service Superannuation Act. The Board also hears appeals from contributors, pensioners or dependents against administrative decisions. Inquiries about administration and benefits for Ontario Public Service **employees** are handled by Employee Benefits Branch (965-6861). Private pension plans should be referred to the Pension Commission of Ontario (963-0522).

416-965-7161

LABOUR, CONSTRUCTION HEALTH & SAFETY BR is concerned with protecting the occupational health and safety of **employees** in the construction industry, including work on buildings, streets, sewers, water mains, underground work, and work under compressed air. The Branch periodically inspects construction sites, investigates fatalities and serious accidents and provides consultative services to all involved in the construction industry, e.g. labour, management, contractors, designers. Safety publications are available. Contact Queen's Park or District Offices.

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, equal pay for equal work, termination of employment and equal benefits. May also collect unpaid wages on behalf of **employees.**

Provides means for **employees** and employers to jointly petition Government for a schedule of wages and working conditions for their particular industry or trade. Also regulates and licenses employment agencies (965-0631). Provides for setting of wages rates and working conditions for construction industry and maintenance workers employed on government contracts. Employment Adjustment Services (965-3303) provides consulting services to employers and **employees** on termination of employment legislation and on adjustment programs available in situations of mass terminations of employment. Contact regional office.

416-965-4125

LABOUR, INDUSTRIAL HEALTH & SAFETY BR is concerned with protecting the occupational health and safety of **employees** in industry including the logging industry. (For the construction and mining industries, see Labour Construction Health & Safety Br and Labour Mining Health & Safety Br). This branch encourages employers and **employees** to assume primary responsibility for occupational health and safety programs by establishing Internal Responsibility Systems and consulting with them so problems are recognized and ongoing safety programs are established. Periodically inspects industrial establishments and logging sites; investigates fatalities and serious accidents. Reviews plans for new buildings and alterations to existing ones to check occupational health and safety hazards. Contact Queen's Park or District Offices.

416-965-3211

LABOUR, OCCUPATIONAL HEALTH BR operates a consulting service in occupational health to ministries and to industry. Occupational Health Medical Service (965-3610) provides consultation on medical & nursing services to those who provide in-plant health care facilities & a healthful working environment for **employees.** Occupational Health Engineering Serv. (965-4066) provides consultation to operating branches & to industry; visits plants & sites to identify & assess health hazards from exposure to chemical, physical & biological agents and to recommend control measures. Industrial Chest Disease Serv. (965-4075) deals with identification & prevention of respiratory diseases from occupational exposure to hazardous agents. Works closely with Workmen's Compensation Board and Chest Clinic Services (Health) which conducts chest x-rays of miners. Occupational Health Laboratory Serv. (965-7925) performs chemical analyses of biological specimens, air samples, industrial materials.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & **employees** in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for **employees** in hospitals; Colleges Collective Bargaining Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

416-965-5669

LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION approves persons as chairmen of Arbitration Boards and as single arbitrators, dealing with

rights disputes between employers and **employees** with collective agreements only, and with interest disputes in hospitals under the Hospital Labour Disputes Arbitration Act. Performs administrative functions for arbitration boards, e.g. sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

LABOUR, SPECIAL STUDIES & SERVICES BR. Health Studies Services (965-6375) conducts occupational health studies and provides consultative services on the effects of occupational and environmental exposure to hazardous agents or materials on human health. Safety Studies Service (965-6111) conducts studies in occupational safety and maintains contact with organizations involved in accident prevention. Radiation Protection Services (965-8178) directs a program to protect **employees** and the public from harmful effects of radiation including industrial X-Rays, radioactive materials, microwaves, lasers. Radiation Protection Laboratory (965-2201) analyzes radioactive materials. Develops monitoring techniques and equipment for identification of radioactive sources. The Branch also deals with contingencies related to nuclear power generating stations and heavy water plants.

416-965-0564

LABOUR, WOMEN CROWN EMPLOYEES OFFICE acts as an internal consultant to Ontario government ministries and Crown agencies in developing, coordinating and monitoring affirmative action plans to upgrade the status of their women **employees.** Provides impetus and technical advice to individual Deputy Ministers (program managers) and Women's Advisors (consultants). Prepares annual report on the status of women Crown **employees.** Reports regularly to Management Board on the progress of the corporate program which promotes equal opportunity for women employed in the private sector. This program is undertaken by this ministry's Women's Bureau. For affirmative action activities by specific ministries and agencies contact ministry or agency Women's Advisor.

416-965-1537

LABOUR, WOMEN'S BUREAU is an information service and resource centre for people interested in the employment status of women in Ontario. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of women **employees.** Advises government on women's issues; provides labour legislation information through speakers and publications. Conducts research on the status of women in Ontario's labour force; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate sources. New outreach program is being developed to serve low-income, immigrant and native women.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For **employees** disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of **employees** who die as a result of such accidents or diseases. Anyone whose interests are affected may appeal a WCB decision made under the Act. The Board is entirely financed by employer assessments, which also underwrite the safety education programs provided by nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre is in Downsview. The Board maintains two information offices in

Toronto and area offices in 12 other Ontario cities. The WCB reports to the Legislature through the Minister of Labour. Contact Head Office or local offices.

EMPLOYERS

416-482-1111

HEALTH, ENROLMENT BRANCH enrolls all persons eligible for the Ontario Health Insurance Plan (OHIP); maintains records and answers all questions regarding enrolment and insured status. Immigrants receive health insurance coverage from date of application provided they apply within 90 days of landing in Ontario. Reviews eligibility for insured services. Administers program relating to : OHIP Premium assistance based on taxable income and OHIP premium assistance based on age. Senior citizens 65 years of age or over who have resided in Ontario for the 12 months preceding application are eligible. Also provides service to **employers** in administration of their insured groups. Contact district offices (in Toronto, 482-1111).

416-965-3405

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries for grants and counselling programs. The Selective Placement Section provides professional and skilled manpower counselling and in cooperation with Canada Employment & Immigration, direct overseas recruitment assistance to Ontario **employers.** Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

416-965-4104

LABOUR, CONCILIATION & MEDIATION SERVICES BR provides conciliation officers who help labour and **employers** to arrive at a settlement of disputes. Mediation officers are provided after the conciliation process if necessary. Also undertakes preventive mediation services during the term of an agreement. Parties in a labour dispute must use the government's conciliation services before resorting to strikes or lockouts.

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, equal pay for equal work, termination of employment and equal benefits. May also collect unpaid wages on behalf of employees. Provides means for employees and **employers** to jointly petition Government for a schedule of wages and working conditions for their particular industry or trade. Also regulates and licenses employment agencies (965-0631). Provides for setting of wages rates and working conditions for construction industry and maintenance workers employed on government contracts. Employment Adjustment Services (965-3303) provides consulting services to **employers** and employees on termination of employment legislation and on adjustment programs available in situations of mass terminations of employment. Contact regional office.

416-965-4125

LABOUR, INDUSTRIAL HEALTH & SAFETY BR is concerned with protecting the occupational health and safety of employees in industry including the logging industry. (For the construction and mining industries, see Labour Construction Health & Safety Br and Labour Mining Health & Safety Br). This branch encourages **employers** and employees to assume primary responsibility for occupational health and safety programs by establishing Internal Responsibility Systems and consulting with them so problems are recognized and ongoing safety programs are established. Periodically inspects industrial establishments and logging sites; investigates fatalities and serious accidents. Reviews plans for new buildings and alterations to existing ones to check occupational health and safety hazards. Contact Queen's Park or District Offices.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for **employers** & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and **employers;** rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

416-965-5669

LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION approves persons as chairmen of Arbitration Boards and as single arbitrators, dealing with rights disputes between **employers** and employees with collective agreements only, and with interest disputes in hospitals under the Hospital Labour Disputes Arbitration Act. Performs administrative functions for arbitration boards, e.g. sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

416-965-1537

LABOUR, WOMEN'S BUREAU is an information service and resource centre for people interested in the employment status of women in Ontario. Provides advice to **employers** in the private sector who wish to implement equal opportunity programs for full utilization of women employees. Advises government on women's issues; provides labour legislation information through speakers and publications. Conducts research on the status of women in Ontario's labour force; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate sources. New outreach program is being developed to serve low-income, immigrant and native women.

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned

properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private **employers** include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

EMPLOYMENT

Employment, see also Manpower.

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative **employment** and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

CIV SERV, RECRUITMENT BR (A). Graduate Recruitment & Special Staffing Section (965-4758) assists personnel branches in recruitment of graduates for permanent positions in the Ontario Public Service (OPS); maintains an inventory of college and university graduate applications. Provides information to placement directors and secondary school guidance counsellors in Ontario. Also provides information on policies and **employment** practices in the OPS for permanent part-time employment and employment of handicapped persons. Employment Services Section (965-6081) provides information on **employment** opportunities and careers in the OPS to civil servants and the public. Provides a centralized inventory of qualified applicants to assist ministries with their staffing needs. Go Temporary Program (965-7688) recruits and maintains resources staff to fill temporary positions in the OPS. See also Civ Serv Recruitment Br (B).

416-965-2002

CIV SERV, STAFF RELATIONS DIV represents the Crown as the employer in all collective bargaining in the Ontario Public Service. Determines and coordinates policy on labour relations for all ministries. Collects, analyzes and exchanges data on **employment** and compensation (pay policy) practices in the public and private sectors.

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial training (manpower training) programs. The branch is involved in training and retraining men and women for **employment** in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact local Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful **employment.** Application forms available at local Canada Employment Centre. OCAP Administration Office in Queen's Park is at 965-0668.

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, **employment** placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services e.g. prosthetics. Capital and operating grants are available to approved sheltered workshops. May provide operating and debt retirement assistance (e.g. payment of mortgages) to half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-750-3335

CORR SERV, PERSONNEL BR performs the personnel functions for the Ministry of Correctional Services. For a description of branch acitivites, see first entry under Personnel. Also operates summer **employment** programs for students based on experience and assigned-task projects for four month work periods in institutions.

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, equal pay for equal work, termination of **employment** and equal benefits. May also collect unpaid wages on behalf of employees. Provides means for employees and employers to jointly petition Government for a schedule of wages and working conditions for their particular industry or trade. Also regulates and licenses employment agencies (965-0631). Provides for setting of wages rates and working conditions for construction industry and maintenance workers employed on government contracts. Employment Adjustment Services (965-3303) provides consulting services to employers and employees on termination of **employment** legislation and on adjustment programs available in situations of mass terminations of employment. Contact regional office.

416-965-6121

LABOUR, PERSONNEL BR performs the personnel functions (see first entry under Personnel) for the Ministry of Labour. The Branch is also involved with the Ministry's summer **employment** program, Students in Industrial Relations (STIR). The Ministry hires senior university and community college students and places them with sponsoring organizations, i.e. companies, unions, law and consulting firms, to give them practical exposure in the industrial relations field.

416-965-1537

LABOUR, WOMEN'S BUREAU is an information service and resource centre for people interested in the **employment** status of women in Ontario. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of women employees. Advises government on women's issues; provides labour legislation information through speakers and publications. Conducts research on the status of women in Ontario's labour force; provides consultative service on **employment** counselling. Although individual counselling is not available, the Bureau can refer people to appropriate sources. New outreach program is being developed to serve low-income, immigrant and native women.

416-965-3540

ONTARIO YOUTH SECRETARIAT researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government youth programs including youth employment, e.g. summer **employment** for students. It also provides an information service on government youth services. Inquiries about the Ontario government's Experience Program should be directed to Tel. 965-0480. The Ontario Youth Secretariat reports to the Legislature through the Provincial Secretary for Social Development.

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer **employment,** e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

EMPLOYMENT AGENCIES

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, equal pay for equal work, termination of employment and equal benefits. May also collect unpaid wages on behalf of employees. Provides means for employees and employers to jointly petition Government for a schedule of wages and working conditions for their particular industry or trade. Also regulates and licenses **employment agencies** (965-0631). Provides for setting of wages rates and working conditions for construction industry and maintenance workers employed on government contracts. Employment Adjustment Services (965-3303) provides consulting services to employers and employees on termination of employment legislation and on adjustment programs available in situations of mass terminations of employment. Contact regional office.

ENDANGERED SPECIES

Endangered Species, see Nat Res Wildlife Br.

ENERGY

Energy, Ministry of, see ENERGY Branch Name.

416-965-7627

CCR, ENERGY SAFETY BR which administers the Ontario **Energy** Act, strives to prevent loss of life, bodily injury and property damage by controlling safety hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-6276

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in **energy** related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

416-965-2459

ENERGY, THE MINISTRY OF ENERGY ensures that Ontario receives an adequate and secure supply of **energy** at reasonable prices with an acceptable environmental impact. To fulfill this responsibility the Ministry works with other ministries and agencies of the government and with the **energy** sector more as a catalyst than as an operating agency. Functions include reviewing and advising on **energy** matters and policy; maintaining liaison between the government and Ontario Hydro Corporation; applying policy by coordinating the government's energy-related activities and by interventions before provincial and federal tribunals. Reports to the Legislature for Ontario Hydro and the Ontario Energy Board, both of which function independently of the ministry. Operates a library (965-9174). For general information service contact 965-2459. For information on **energy** conservation and renewable energy (e.g. home insulation, solar energy), contact 965-3246.

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for resource recovery and recycling, especially for **energy** conservation. Provides municipalities with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental plant for technology research and market development. Provides grants for selected technology demonstration projects.

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING provides counselling services to those starting a small business, to inventors and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in metrication. Advises companies individually on their marketing and financial problems and business planning, and assists small companies that do not have traffic managers to determine the most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling assistance and through an **energy** management counselling program. For business counselling contact Queen's Park: 965-0410 (manufacturing programs), 965-5494 (marketing and financial programs) or regional offices (in Metro Toronto, 491-7680).

416-965-4622

IND & TOUR, DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by providing: financial assistance through incentive and term loans and bank guarantees; sites, facilities and services in two industrial parks; technical, business and financial information and advice. Tourism operations, secondary manufacturing industries and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present

operations, introducing new products and technology, financing exports, purchasing and installing pollution control and **energy** conservation equipment. Contact corporation regional office.

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturing industry, associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on **energy** management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage the film industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

416-965-2851

ONTARIO ENERGY BOARD regulates certain phases of the natural gas industry in Ontario including rates and charges, designation and authorization of storage areas, construction of transmission lines, expropriation for pipelines, gas franchises and certificates. Acts upon references by the Minister of Energy about wholesale Ontario Hydro rates, and by the Lieutenant Governor in Council on any questions about **energy.** The Board answers to the Legislature through the Minister of Energy.

416-592-5111

ONTARIO HYDRO supplies electrical **energy** to the people of Ontario indirectly through 352 associated municipal utilities, and directly to more than 790,000 rural customers. The Ontario Hydro Electrical Inspection Program (Tel. 592-3721) provides technical guidance to consultants, contractors, architects, manufacturers and customers on problems concerning installation of electrical equipment and adherence to the Electrical Safety Code Book. Its Rural Electrical Service and Billing Inquiry Program (Tel. 592-3731) answers inquiries on service policy and practices from rural clientele. Ontario Hydro reports to the Legislature through the Minister of Energy.

416-592-3331

ONTARIO HYDRO PUBLIC REFERENCE CENTRE is the information service for Ontario Hydro and has general reference material on **energy.** For a description of activities, see first entry under Information Service.

416-965-2111

ROYAL COMMISSION ON ELECTRIC POWER PLANNING was established in 1975 to inquire into the long-range planning of Ontario's electric power system. It will examine the long-range planning concepts of Ontario Hydro and relate them to the broad range of provincial planning, the use of electrical **energy** and to environmental, energy and socio-economic factors. Will report on its conclusions relating to nuclear power by June 30, 1978. The Commission funds several interest groups for research activities and assists them in participation at commission hearings. Operates a Library and Information Centre. To obtain materials and submissions from previous hearings, contact the Royal Commission office at 14

Carlton Street, 7th Floor, Toronto, M5B 1K5. Reports to the Legislature through the Provincial Secretary for Resources Development.

416-965-7078

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, business, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturing, **energy,** call 965-7078; credit unions, registration of mortgages, health expenditure, call 965-3792; gross provincial product & economic accounts for Ontario, demographic and social statistics, estimates and projections, call 965-2217.

416-965-5454

TE & IA, ECONOMIC ANALYSIS BR monitors economic and social developments in Ontario, Canada and elsewhere. Provides provincial government with consultative services on short-term consequences for Ontario of proposals from government and the public. Studies include natural resources, transportation, **energy** and labour aspects.

416-965-2999

TE & IA, ECONOMIC POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and strategies. Studies foreign investment, foreign trade policy, Competition Act, housing, **energy,** and anti-inflation programs.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Automotive Vehicle Energy Management Program studies use of fuel by road vehicles to support fuel conservation legislation and direct the **energy** management program. Examines, tests and implements fuel conservation measures. Studies alternative fuels, especially methanol.

416-248-7141

TR & COMM, SYSTEMS RESEARCH DEVELOPMENT BR, through the Highway Wayside Equipment Research Program develops traffic barriers to protect maintenance personnel on highways from hazard of impacting vehicles. Develops illumination design systems, guide rails and barriers. Monitors highway lighting performance and develops means of saving **energy** in city street lighting.

ENERGY ONTARIO ENERGY CORPORATION

416-965-6276

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

ENERGY RATES

Energy Rates, see Ontario Energy Board.

ENERGY THE MINISTRY OF ENERGY

416-965-2459

ENERGY, THE MINISTRY OF ENERGY ensures that Ontario receives an adequate and secure supply of energy at reasonable prices with an acceptable environmental impact. To fulfill this responsibility the Ministry works with other ministries and agencies of the government and with the energy sector more as a catalyst than as an operating agency. Functions include reviewing and advising on energy matters and policy; maintaining liaison between the government and Ontario Hydro Corporation; applying policy by coordinating the government's energy-related activities and by interventions before provincial and federal tribunals. Reports to the Legislature for Ontario Hydro and the Ontario Energy Board, both of which function independently of the ministry. Operates a library (965-9174). For general information service contact 965-2459. For information on energy conservation and renewable energy (e.g. home insulation, solar energy), contact 965-3246.

ENGINEERS

416-965-2740

ATT GEN, PROFESSIONAL ORGANIZATIONS PROJECT was formed in 1976 to study the administration of statutes dealing with certain professional and self-governing organizations in order to suggest legislation setting the legal framework within which these professions are to operate. The particular statutes being reviewed are Architects Act, Law Society Act, Notaries Act (notaries public), Professional **Engineers** Act and Public Accountancy Act.

416-965-4188

CCR, OPERATING **ENGINEERS** BR promotes safety in the operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

ENGLISH

416-965-1192

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides **English** as a Second Language (ESL) instruction linked with day care, counselling and assistance in gaining access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based **English,** orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

416-965-3155

EDUC, LANGUAGES OF INSTRUCTION COMMISSION of Ontario was established to help resolve disputes between school boards and parents over the provision of education programs in the language of a minority group, French or **English** as the case may be.

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (965-5635) and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989), Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Teacher Exchange Programs (965-5996). Administers the Second-Language Monitor Program which encourages bilingual university students to act as teaching monitors to teachers of French or **English** as a second language (965-5996). Operates the Ontario Student Leadership Centre which accepts secondary school students for leadership training courses (965-5989). The Student Guidance Information Service (965-9676) provides computerized career and institutional information to schools. The branch prepares guidance documents and Ontario Student Record material.

ENUMERATION

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices throughout Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual **enumeration** program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of supporters for schools and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

ENV AIR RESOURCES BR

416-965-5778

ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Operates an air pollution index and alert system and produces air quality reports. Assesses immediate and long-term effects of contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and pollution problems, including hazardous agents and other emissions. Administers environmental research grants. Contact regional office.

ENV ENVIRONMENTAL APPEAL BOARD

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal, and of the Ministry of the Environment in the areas of water and sewage, waste disposal, air and noise pollution, in accordance with the Ontario Water Resources Act, 1970 and the Environmental Protection Act, 1971.

ENV ENVIRONMENTAL APPROVALS BR

416-965-3980

ENV, ENVIRONMENTAL APPROVALS BR is the central area where persons and organizations seek ministry approval for activities affecting the environment. Reviews and approves applications required under the Environmental Protection Act (e.g. waste disposal sites), Ontario Water Resources Act and the Environmental Assessment Act. To apply for permits

under these Acts contact ministry's regional or district offices. The branch ensures that environmental safeguards are incorporated into land-use planning policies and programs. Evaluates at planning stage certain activities by government ministries, utilities, government-funded projects and related activities in the private sector, which will have a significant environmental impact. Develops guidelines for waste disposal systems by industry, municipalities and the public.

ENV ENVIRONMENTAL ASSESSMENT BOARD

416-965-2531

ENV, ENVIRONMENTAL ASSESSMENT BOARD holds public hearings on the environmental impact of major development proposals under three statutes: The Ontario Water Resources Act, 1970 (OWRA), The Environmental Protection Act, 1971 (EPA); The Environmental Assessment Act, 1975 (EAA). Following hearings under the OWRA (municipalities wishing to establish or extend their sewage works into another municipality or territory) and the EPA (approval to establish or extend waste disposal sites), the Board submits recommendations to the ministry. Under the Environmental Assessment Act, 1975, after the assessment and the ministry's review thereof have been made public, any person can require by written notice a hearing by the Board. After hearings are held under the EAA, the Board renders a final decision which can only be varied or rescinded by the Minister with approval of the Lieutenant Governor in Council.

ENV FARM POLLUTION ADVISORY COMMITTEE

416-768-5614

ENV, FARM POLLUTION ADVISORY COMMITTEE is composed of four practising farmers who act in an advisory capacity to the Ministry of the Environment on farm pollution. Where complaints of livestock odors and effluent runoff have not been resolved by ministry inspectors, the Committee is called in to investigate complaints and recommend corrective action. The Committee is at RR 4, Hagersville.

ENV FINANCIAL & ADMINISTRATIVE SERVICES BR

416-965-6981

ENV, FINANCIAL & ADMINISTRATIVE SERVICES BR, in addition to the usual administrative services functions provides support services to ministry programs including financial management and accounting. See first entries under Administrative Services and Accounting for descriptions of these functions. The branch edits and maintains the Policy and Procedures manual; conducts electronic data processing planning and operations.

ENV INFORMATION SERVICES BR

416-965-7117

ENV, INFORMATION SERVICES BR is the information service for the Ministry of the Environment. For a description of activities, see first entry under Information Service. Technical library at 135 St. Clair Ave. West (965-7978) and another at Resources Rd. (248-3408) are both open to the public.

ENV INTERNAL AUDIT BR

416-965-6978

ENV, INTERNAL AUDIT BR is responsible for the ministry's audit function. For a description of the function see the first entry under Audit.

ENV LABORATORY SERVICES BR

416-248-3015

ENV, LABORATORY SERVICES BR provides analytical support for other branches of the ministry in their environmental quality assessment and pollution control programs. Participates in planning programs requiring analytical expertise and assists in analytical data interpretation. Updates analytical methods and develops procedures for measuring new environmental pollutants. The Central Laboratory in Toronto advises regional laboratories in Thunder Bay, London and Kingston on the use of new analytical procedures. Participates in environmental research projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human health.

ENV LEGAL SERVICES BR

416-965-2684

ENV, LEGAL SERVICES BR provides legal services for the ministry. For a description of branch activities see first entry under Legal Services.

ENV PERSONNEL BR

416-965-3267

ENV, PERSONNEL BR performs the personnel functions for the Ministry of the Environment. The branch is also responsible for the women's advisor and those involved in the bilingualism program. For a description of branch activities see first entry under Personnel.

ENV PESTICIDES ADVISORY COMMITTEE

416-965-7048

ENV, PESTICIDES ADVISORY COMMITTEE reviews problems about pesticides. The Committee advises the Ministry on environmental research grants and evaluates results. Coordinates problem solving. Classifies all pesticides previous to their marketing in Ontario. Maintains a library of pesticide containers. The Ontario Government Bookstore (965-2054) has all government publications on pesticides. For pesticide vendors and exterminators licences contact Env Pollution Control Br Pesticides Control Section (965-2401).

ENV PESTICIDES APPEAL BOARD

416-965-2531

ENV, PESTICIDES APPEAL BOARD provides a mechanism of appeal to persons affected by decisions of the Ministry of the Environment regarding the use of pesticides, in accordance with the Pesticides Act, 1973.

ENV POLLUTION CONTROL BR

416-965-6971

ENV, POLLUTION CONTROL BR as a whole plans and develops policies, programs, standards, guidelines and legislation to control pollution; coordinates and conducts applied research in the areas of water supply, and sewage and wastewater treatment, and provides technical support and training in these areas. The Pollution Control Branch has several sections which are described separately. Contact regional office for specific questions.

ENV POLLUTION CONTROL BR CONTINGENCY

416-965-3237

ENV, POLLUTION CONTROL BR CONTINGENCY PLANNING Section promotes organization and planning by industries, the municipalities and federal and provincial agencies to control and cope with pollution caused by emergency spills of contaminants.

ENV POLLUTION CONTROL BR DEVELOPMENT & RESEARCH

416-248-3739

ENV, POLLUTION CONTROL BR DEVELOPMENT & RESEARCH GROUP includes: a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a Water Technology Section. The group provides: liaison with academic and research groups, dissemination of technical information and findings, technical assistance to the Planning Sections, applied research studies on pollution. Also provides technical support for the application of new technology to the public through regional offices and directly to municipalities and industry. Provides grants for health related environmental projects from Provincial Lottery funds; write to Pollution Control Br., Development & Research Group, Min. of the Environment, 135 St. Clair Ave. W., Toronto, M4V 1P5.

ENV POLLUTION CONTROL BR INDUSTRIAL

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Responsibility is carried out by these Units: Petroleum & Chemical, Mining & Metallurgy, Food & Forest. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes and industrial waste treatment and control with respect to water, air and solids. Coordinates project to take inventory and recommend rehabilitation of derelict mining land throughout Ontario.

ENV POLLUTION CONTROL BR MUNICIPAL

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to municipalities for sewage and water works, and for the collection of derelict motor vehicles. Deals with regulations and standards for pollution control relating to septic tanks, derelict motor vehicles, litter, pop bottles, waste disposal sites, sewage sludge (especially in the Great Lakes), boating and ice huts. Also deals with the provision of safe drinking water. Contact regional office.

ENV POLLUTION CONTROL BR NOISE

416-965-1193

ENV, POLLUTION CONTROL BR NOISE POLLUTION Control Section deals with the control of pollution from noise emissions and comments on the relationship between new and existing land use and noise sources (e.g. industry, highways, railways and aircraft). Develops acoustics criteria and standards. Monitors blast concussion and ground vibration levels from operating pits and quarries in response to complaints. Promotes the Model Municipal Noise Control Bylaw for adoption by municipalities and assists in training of noise control officers. Although most municipalities have not yet completely adopted the Model Noise Bylaw, the City of Hamilton and several other municipalities have. The City of Toronto developed its own bylaw (465-5477). Contact regional offices.

ENV POLLUTION CONTROL BR PESTICIDES

416-965-2401

ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of pesticides to control pollution. Issues licences for use and sale of pesticides (e.g. pest exterminators). Has publications on, and answers inquiries about, control of

household pests, insects, etc. In conjunction with municipalities provides grants for termite control. Contact regional office.

ENV PROGRAM PLANNING AND EVALUATION BR

416-965-7984

ENV, PROGRAM PLANNING AND EVALUATION BR directs and coordinates Ministry planning and program evaluation activities by conducting operational and policy evaluation studies on programs, including the development of output measures for assessing effectiveness and efficiency. Coordinates the ministry's management by results program. Directs multi-year planning and related submissions. Coordinates liaison activities with Cabinet Committee on Resources Development, Management Board and ministries within the Ontario government.

ENV PROJECT COORDINATION BR

416-965-1296

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, sewage and pollution control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and sewage service areas. Administers grants programs for certain sewage and water works to regional or restructured municipalities, municipalities involved in area schemes, small municipalities with high costs, and to small communities for upgrading private systems.

ENV REGIONAL OPERATIONS DIVISION (A)

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marinas, boating, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

ENV REGIONAL OPERATIONS DIVISION (B)

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. These offices comment on the technical feasibility of new project proposals (e.g. land use planning). Each has four sections. The Utility Operations Section provides water and wastewater service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for other two sections.

ENV RESOURCE RECOVERY BR

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for resource recovery and recycling, especially for energy conservation. Provides municipalities with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental plant for technology research and market development. Provides grants for selected technology demonstration projects.

ENV WASTE MANAGEMENT ADVISORY BOARD

416-965-3007

ENV, WASTE MANAGEMENT ADVISORY BOARD advises the Minister of the Environment on matters related to the management of waste in Ontario including means of reducing the quantity produced, of assisting in the development of resource recovery from the waste stream, and of improving the aesthetic quality of the physical environment.

ENV WATER RESOURCES BR DATA SYSTEMS

416-965-6141

ENV, WATER RESOURCES BR DATA SYSTEMS and Administration Section designs, develops and implements systems that store, retrieve and process data related to the programs of the Water Resources Branch.

ENV WATER RESOURCES BR HYDROLOGY

416-965-2105

ENV, WATER RESOURCES BR HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

ENV WATER RESOURCES BR LIMNOLOGY

416-248-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology Unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants or hazardous agents on fish and other aquatic organisms (e.g. mercury levels). Contact regional office.

ENV WATER RESOURCES BR PLANNING

416-965-6954

ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Also answers inquiries on mercury levels in fish. Contact regional office.

ENV WATER RESOURCES BR WATER MODELLING

416-965-4590

ENV, WATER RESOURCES BR WATER MODELLING SECTION develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and ground water to waste inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

ENVIRONMENT

Environment, Ministry of, see ENV Branch Name.

ENVIRONMENTAL RESEARCH

Environmental Research, see also Provincial Lottery for other grants

416-965-5778

ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Operates an air pollution index and alert system and produces air quality reports. Assesses immediate and long-term effects of contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and pollution problems, including hazardous agents and other emissions. Administers **environmental research** grants. Contact regional office.

416-248-3015

ENV, LABORATORY SERVICES BR provides analytical support for other branches of the ministry in their environmental quality assessment and pollution control programs. Participates in planning programs requiring analytical expertise and assists in analytical data interpretation. Updates analytical methods and develops procedures for measuring new environmental pollutants. The Central Laboratory in Toronto advises regional laboratories in Thunder Bay, London and Kingston on the use of new analytical procedures. Participates in **environmental research** projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human health.

416-965-7048

ENV, PESTICIDES ADVISORY COMMITTEE reviews problems about pesticides. The Committee advises the Ministry on **environmental research** grants and evaluates results. Coordinates problem solving. Classifies all pesticides previous to their marketing in Ontario. Maintains a library of pesticide containers. The Ontario Government Bookstore (965-2054) has all government publications on pesticides. For pesticide vendors and exterminators licences contact Env Pollution Control Br Pesticides Control Section (965-2401).

EROSION

416-965-6283

NAT RES, CONSERVATION AUTHORITIES BR encourages the conservation, development and utilization of water and related land resources by providing policy, funding assistance, management and planning direction to Conservation Authorities, autonomous bodies established under the Conservation Authorities Act. Provides grants to support resource management projects initiated and undertaken by the Authorities. These include

water and land management programs (flood plain mapping, environmental assessment, dams, channel improvements and **erosion** control structures) and conservation and recreation land management programs (reforestation and woodlot management, wildlife management, outdoor recreation information and education).

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from **erosion** or storms (965-7499).

ESCALATORS

Escalators, see Elevating Devices

ESL

ESL (English as a Second Language), see Cult & Rec Citizenship Br.

ESTATE TAX

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties or tax, also called **estate tax,** death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation tax (965-1774).

ESTATES

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages **estates** of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of **estates** of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Powers of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-7314

ATT GEN, SURROGATE COURT probates wills of persons who die testate (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Processes applications for the custody of children. The Surrogate Court also handles contested claims against **estates,** Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

ETHNIC

Ethnic, see also Multicultural, Multiculturalism

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to **ethnic** or multicultural and non-urban communities through weekly newspapers, **ethnic** publications, radio and television.

416-965-6841

ONTARIO HUMAN RIGHTS COMMISSION administers the Ontario Human Rights Code to achieve equal treatment for all people in the areas of employment, housing, public accommodation, services and facilities such as hotels and restaurants, and related advertising, regardless of race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin. Investigates and conciliates complaints of discrimination. Promotes public education to eliminate prejudice and provides publications on human rights. Undertakes resolution of community problems involving race and **ethnic** relations when tensions threaten to erupt into violence. The Commission reports to the Legislature through the Minister of Labour. Contact regional offices.

EVIDENCE

416-965-2561

SOL GEN, CENTRE OF FORENSIC SCIENCES prepares legally admissable **evidence** for law enforcement officers, attorneys, coroners, etc. by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of breathalyzers and the training of operators (965-9507). Provides educational programs and materials for persons and agencies using forensic science services.

EX-OFFENDERS

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services e.g. prosthetics. Capital and operating grants are available to approved sheltered workshops. May provide operating and debt retirement assistance (e.g. payment of mortgages) to half-way houses and group homes for physically handicapped, alcoholics, **ex-offenders,** emotionally handicapped and socially disadvantaged adults. Contact district office.

EXCHANGES

416-965-4162

CIV SERV, FRENCH LANGUAGE SERVICES GROUP offers French language training courses to provincial and municipal employees. Assists ministries in recruitment of bilingual

staff. Administers Ontario-Quebec Summer Student Job Exchange program and civil servants **exchanges.**

416-965-6256

CULT & REC, CULTURAL EXCHANGE PROGRAM, part of Arts Services Branch, provides information and in some cases grants to community associations, individual artists and arts groups involved in interprovincial or international cultural **exchanges.** Also encourages a variety of cultural **exchanges** between Ontario and Quebec with the cooperation of the Ontario-Quebec Permanent Commission.

416-965-2667

EDUC, PROFESSIONAL DEVELOPMENT BR administers summer courses for teachers (965-2664) and coordinates teachers' winter courses which are sponsored by local school boards and approved by regional offices (965-2450). Arranges **exchanges** for teachers and school board personnel within Ontario and across Canada, (965-9667). Administers examination of supervisory officers after completion of pre-service and in-service training (965-9672). Provides financial assistance for French language professional development activities for teachers (965-9667). Provides staff training and development to ensure improvement and advancement of Ministry personnel (965-2680).

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural **exchanges** of students and teachers (965-5635) and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989), Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Teacher Exchange Programs (965-5996). Administers the Second-Language Monitor Program which encourages bilingual university students to act as teaching monitors to teachers of French or English as a second language (965-5996). Operates the Ontario Student Leadership Centre which accepts secondary school students for leadership training courses (965-5989). The Student Guidance Information Service (965-9676) provides computerized career and institutional information to schools. The branch prepares guidance documents and Ontario Student Record material.

416-965-2927

TE & IA, ONTARIO QUEBEC PERMANENT COMMISSION promotes and stimulates cultural and educational **exchanges** between governments, individuals, groups, schools and organizations in Ontario and Quebec to foster understanding and cooperation between residents of the two provinces. The OQPC does not fund or operate programs directly but encourages Ontario and Quebec ministries responsible for such areas as education and cultural affairs to provide joint support. Also coordinates **exchanges** between Ontario and Quebec civil servants to permit sharing of views and experiences on common problems of public administration.

EXHIBITIONS

Exhibitions, see also Exhibits

416-965-1091

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives grants to all the agricultural societies in Ontario for **exhibitions,** fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives

grants to horticultural societies and plowing matches. The branch is the headquarters of the Ontario Plowmen's Association which sponsors the International Plowing Match and Farm Machinery Show.

416-361-0414

CULT & REC, ART GALLERY OF ONTARIO cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan **exhibitions** in the art gallery and The Grange, a restored historic Toronto house. Circulates **exhibitions** to Ontario communities. Offers an art rental service, art book shop, audio-visual library, art reference library, art classes, tours and speakers bureau.

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Canadiana collections (978-6738) at 14 Queen's Park Crescent West and the McLaughlin Planetarium (978-8558), is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts, archaeology and the sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects and specimens related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Write or call for appointment. The museum is also involved in travelling **exhibitions,** museumobiles, lecture series, Senior Citizens Club, and Saturday Morning Club for children and has a library of films. The ROM is located at 100 Queen's Park Cres. in Toronto.

416-965-6741

GOVT SERV, PROPERTY MANAGEMENT BR provides operation and maintenance services to Government-owned and leased premises including repairs, housekeeping, horticultural services, moving and bulk parking allocation, elevator maintenance. Ensures safety in government buildings and on construction sites; coordinates displays by various ministries in **exhibitions** at the London, Ottawa and Thunder Bay government buildings; coordinates tenders and administers catering contracts for cafeterias and vending machines in government and court house offices. It is also responsible for the reservation and use of committee rooms in the Macdonald Block (Phone: 965-1109).

416-965-5764

IND & TOUR, TOURISM MARKETING BR promotes tourism, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, **exhibitions,** attractions, facilities and tours. Provides up-to-date ski and road reports, campgrounds vacancy information and fall colour reports. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program and advertises Ontario to the consumer travel trade and conventions markets (965-9991).

EXHIBITS

Exhibits, see also Information Service for Ministries' Exhibits.

416-965-6256

CULT & REC, FESTIVAL ONTARIO, under the Arts Services Branch, will coordinate **exhibits** from major cultural and arts institutions (e.g.: Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority, Ontario Arts Council, Archives of Ontario, Ontario Film Theatre, Royal Botanical Gardens, McMichael Canadian Collection, etc.) and make these available free of charge to communities to augment festivals or special events. Festival Ontario does not organize festivals. Assists at the request of communities. Contact regional offices or main office.

EXPERIENCE PROGRAM

416-965-3540

ONTARIO YOUTH SECRETARIAT researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government youth programs including youth employment, e.g. summer employment for students. It also provides an information service on government youth services. Inquiries about the Ontario government's **Experience Program** should be directed to Tel. 965-0480. The Ontario Youth Secretariat reports to the Legislature through the Provincial Secretary for Social Development.

EXPORTS

416-965-4622

IND & TOUR, DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by providing: financial assistance through incentive and term loans and bank guarantees; sites, facilities and services in two industrial parks; technical, business and financial information and advice. Tourism operations, secondary manufacturing industries and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and technology, financing **exports,** purchasing and installing pollution control and energy conservation equipment. Contact corporation regional office.

416-965-7119

IND & TOUR, INDUSTRY & TRADE ANALYSIS BR Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international trade and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario **Exports** by Countries and Commodities', available on request.

EXPROPRIATION

416-965-2867

ATT GEN, BOARD of NEGOTIATION may act as a mediator to negotiate a settlement when property is expropriated and no agreement can be reached on compensation for the

expropriation. Either the property owner or the expropriating authority can request the services of the Board of Negotiation.

416-965-2867

ATT GEN, BOARD of VALUATION. Where a power exercised under the Power Corporation Act does not constitute an **expropriation** or injurious affection, compensation shall be paid to the property owner for all damage, and when no agreement is arrived at as to amount of compensation to be paid to the owner, the Board of Valuation shall determine compensation for such property damage. If either the owner or the Corporation is dissatisfied with the amount fixed, they may appeal to the Ontario Municipal Board.

416-965-1012

ATT GEN, LAND COMPENSATION BOARD determines compensation for land taken through **expropriation** by a Statutory Authority or consent to arbitration under Ontario legislation, for damages for injurious affection to land caused by a Statutory Authority, for personal and business damages, and for disturbance damages. The Land Compensation Board provides information on arbitration proceedings for compensation and related matters.

416-965-1141

GOVT SERV, LEGAL BR provides legal services for the ministry in the areas of conveyancing and contracts, e.g. the acquisition (including **expropriation)** sale and lease of land, buildings negotiation and formulation of building contracts, computer contracts and contracts for other types of services. Provides legal opinions relating to pension benefits and litigation relating to the collection of outstanding accounts.

416-965-2851

ONTARIO ENERGY BOARD regulates certain phases of the natural gas industry in Ontario including rates and charges, designation and authorization of storage areas, construction of transmission lines, **expropriation** for pipelines, gas franchises and certificates. Acts upon references by the Minister of Energy about wholesale Ontario Hydro rates, and by the Lieutenant Governor in Council on any questions about energy. The Board answers to the Legislature through the Minister of Energy.

416-248-3213

TR & COMM, PROPERTY BR is responsible for policies and procedures pertaining to the appraisal and acquisition of property required for Ministry programs. This includes **expropriation** and land management. Contact regional offices. In Metro Toronto, call Central Region, 248-3455.

EXTENDED CARE

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private charitable organizations, develops policy on and subsidizes Homes For The Aged, residential care, **extended care,** foster or satellite homes and social services for senior citizens. Subsidy is in the form of capital and operating grants. Assists in community outreach programs and alternatives to institutional care projects, e.g. meals-on-wheels, day care, vacation care. Other programs include: capital and operating grants for Elderly Persons Centres and senior volunteers. Cooperates with other ministries and groups in retirement planning. Conducts Long-Term Study on Aging (965-5103). Provides grants for research on

aging and related facilities including the J. W. Crane Memorial Library of Geriatrics and Gerontology (367-8867). Contact district office.

EXTENDED HEALTH CARE

416-965-5053

HEALTH, FINANCE AND ACCOUNTING BR provides financial information to management; establishes the Ministry's accounting policies and manages its payment systems. The latter encompass payments to hospitals and related facilities, payments for suppliers' goods and services, salaries, and payments under special programs such as Homes for Special Care and **Extended Health Care** programs (965-1505) as well as the Ontario Drug Benefit Program (965-9337). For a description of accounting function, see first entry under Accounting.

416-965-5081

HEALTH, INSPECTION BR NURSING HOME INSPECTION Services licenses, inspects and investigates complaints about nursing homes. Inspection involves quality and quantity of nursing and personal care provided, adequacy of fire and general safety equipment, sanitation. Approves construction plans for new homes. Most nursing home residents are eligible for **Extended Health Care** (EHC) benefits under the Ontario Health Insurance Plan (OHIP). Under the EHC program, chronic care patients in hospitals and psychiatric hospitals are discharged to Homes for Special Care and nursing homes which can better meet their treatment needs while making more hospital beds available. OHIP partially covers cost of treatment. Application for EHC is made through a family doctor. For further information on EHC contact Health Communications Br, 965-5167. For nursing homes licensing, inspection and complaints, contact head office or regional offices (in Toronto, 965-4690). For approval for development of new beds contact Institutional Division, 965-8079.

416-965-5700

HEALTH, INSURANCE CLAIMS BR processes insurance claims under the Ontario Health Insurance Plan (OHIP). Administers district offices which answer questions about enrolment in OHIP, premium payments, claims payments and **Extended Health Care** benefits. Appeals concerning **Extended Health Care** benefits in nursing homes are handled by the Medical Eligibility Committee (965-3294). Contact district offices (in Toronto, 482-1111).

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT, administered by the Drugs & Therapeutics Br, provides prescribed drugs free to senior citizens (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months & are Canadian citizens or landed immigrants; to recipients of Family Benefits (FBA), General Welfare (GWA) and vocational rehabilitation assistance, Homes for Special Care & **Extended Health Care** benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to drug benefit. Federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms available at most pharmacies or write: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly cards. Drugs must be listed in the Drug Benefit Formulary (for quality & cost control), prescribed by a doctor or a dentist & obtained in Ontario.

EXTERMINATORS

416-965-2401

ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of pesticides to control pollution. Issues licences for use and sale of pesticides (e.g. pest **exterminators)** Has publications on, and answers inquiries about, control of household pests, insects, etc. In conjunction with municipalities provides grants for termite control. Contact regional office.

EXTERNAL ACTIVITIES

External Activities, see TE & IA External Activities Coordination Secretariat, also Ind & Tour Industry & Trade Development.

EXTRA-PROVINCIAL LICENCES

416-963-0387

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and **extra-provincial licences.** See also other sections of this branch described separately.

416-963-0543

CCR, COMPANIES SERVICES BR CORPORATION INFORMATION section deals with corporations in their filing of notices of change, by-laws, special resolutions, cancellation of charters (letters patent, certificates of incorporation) and **extra-provincial licences.** Also deals with arrears statements re notices of change, default notices and revival of corporations.

416-963-0373

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, **extra-provincial licences,** registration of partnerships and sole proprietorships, names and name style registration by corporations, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

EYEGLASSES

Eyeglasses, see Comm Soc Provincial Benefits Br

FAMILY BENEFITS

Family Benefits, see Comm Soc Provincial Benefits Br and Comm Soc Social Assistance Review Board.

FAMILY PLANNING

416-965-8176

HEALTH, HEALTH PROMOTION BR MATERNAL & CHILD HEALTH Consultants promote community health programs related to prenatal and postnatal care and education, infant and preschool health, health of children at school, family life education and **family**

planning. Contact Health Communications Br (965-5167) for information. See also other sections in Health Health Promotion Br described separately.

FARM

Farm, see also Farm Land, Farm Products

416-965-6149

AG & FOOD, AGRICULTURAL MANPOWER SERVICES BR assists Ontario farmers with their manpower requirements by providing training programs and advisory services for **farm** workers and financial assistance for the construction of housing to accommodate seasonal workers. Also provides opportunities for students and young agriculturalists to broaden their knowledge by working on Ontario farms. The branch is a member of the Ontario Federal-Provincial Agricultural Manpower Committee.

AG & FOOD, COLLEGES OF AGRICULTURE offer courses in **farm** management, agricultural production, agricultural laboratory technology, home economics or food service supervision, food and fashion, animal health, equine technology, agricultural business management. They also conduct agricultural research for the ministry. For further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario **farm** management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for **Farm** Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H (4-H) and Junior Farmers programs which provide agricultural and leadership training as well as social benefits for youth in rural areas. The branch is headquarters for the Junior Farmers' Association of Ontario. Contact AG REPS in county or district offices.

416-965-1811

AG & FOOD, ONTARIO CROP INSURANCE COMMISSION makes available to farmers a crop insurance plan for all commercial insurance crops. Its **Farm** Income Stabilization Program provides financial assistance during periods of low crop yields to farmers producing commodities covered by crop insurance. Contact Regional Crop Insurance Commission office.

519-824-4120

AG & FOOD, ONTARIO FARM MACHINERY BOARD in Guelph (ext. 2463) investigates complaints regarding **farm** machinery and may bring together interested parties to resolve problems involving farmers, dealers and manufacturers in Ontario.

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves the rural areas through several programs: **farm** consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive

Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

416-768-5614
ENV, FARM POLLUTION ADVISORY COMMITTEE is composed of four practising farmers who act in an advisory capacity to the Ministry of the Environment on **farm** pollution. Where complaints of livestock odors and effluent runoff have not been resolved by ministry inspectors, the Committee is called in to investigate complaints and recommend corrective action. The Committee is at RR 4, Hagersville.

FARM LAND

416-965-9433
AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes **farm land** held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve the productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act which requires licensing of installers of tile drainage systems on agricultural land.

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive **farm land** (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

FARM PRODUCTS

416-965-1058
AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five **farm products** plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls dealers of fruit & vegetables. Issues licences to nurseries, and controls disease found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) production, packaging, wholesaling and retailing. Contact county or district office.

416-965-2124
AG & FOOD, FARM PRODUCTS MARKETING BOARD administers the **Farm Products** Marketing Act which requires licences of dealers of all regulated food products and processors of some regulated commodities such as asparagus, apples, grapes, tender fruit, potatoes, vegetables, soybean, pork and turkey. Regulation is conducted through marketing

plans administered by a producer marketing board. A list of these boards is kept by this office.

416-259-5479
AG & FOOD, ONTARIO FOOD TERMINAL BOARD operates the Ontario Food Terminal, a wholesale fresh fruit and produce market to serve all Ontario growers of these **farm products.** The terminal has cold storage facilities. It plays a major role in the orderly marketing of fruits and vegetables in Ontario.

FARMERS

Farmers, see Junior Farmers, also Farm, Farm Land, Farm Products.

FATHERS

416-965-2648
COMM SOC, PROVINCIAL BENEFITS BR provides financial assistance for mothers raising children alone, the disabled, the blind, permanently unemployable **fathers** or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to $150 monthly. Contact District Office.

416-965-2363
COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (financial allowances for single mothers, permanently unemployable **fathers,** foster children, etc.).

FEDERAL-PROVINCIAL

Most provincial programs have federal-provincial involvement. See specific program and consult branch or agency.

416-965-3356
TE & IA, EXTERNAL ACTIVITIES COORDINATION SECRETARIAT provides policy advice on Ontario's participation in Canada's international relations. Makes specific recommendations on current intergovernmental issues of an international nature. Coordinates such activities as Ontario participation in international conferences and programs, treaty assessments, international development assistance, and analysis of information from Canadian embassies and international organizations. Provides **federal-provincial** liaison between the Ontario Government and the federal Department of External Affairs.

416-965-3340

TE & IA, FEDERAL-PROVINCIAL & Interprovincial Affairs Secretariat provides policy advice on Ontario's participation in **federal-provincial** and interprovincial relations. Assesses current issues in Confederation including such matters as the distribution of powers and the effects of many programs on Ontario's relations within federation. Makes recommendations to ministries on specific **federal-provincial** or interprovincial issues. Through the Ontario Quebec Permanent Commission promotes educational, public administration and cultural exchanges with Quebec by governments, individuals, groups, schools and organizations.

416-965-3505

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grants structure, including deconditionalizing of various specific grants. Develops budget options for assistance to municipalities and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for and administers all unconditional grants, valued at over $450 million in 1978. Reviews and coordinates provincial policy in **federal-provincial** shared-cost programs, and **federal-provincial** equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and provides advice on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA) and Federation of Canadian Municipalities (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of **federal-provincial** governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

TE & IA, SUBSIDIES BR administers provincial & **federal-provincial** subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

FELLOWSHIPS

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance (student awards) as loans, grants or bursaries to Ontario students studying at colleges and universities. Administers four plans based on financial need under the Ontario Student Assistance Program: Ontario Study Grant Plan, Canada Student Loans Plan, Ontario

Student Loan and Ontario Special Bursary. The branch also awards **fellowships** or scholarships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships; and has programs for students and teachers for bilingual study: **fellowships** for studying French, Teacher's Summer Language Bursary, and Summer Language Bursary program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

FERRY

705-472-4500

NORAFFAIRS, ONTARIO NORTHLAND TRANSPORTATION Commission (ONTC) in North Bay supervises transportation services in Northern Ontario such as air services (norOntair), highways services, railway services (including the Polar Bear Express and the Northlander), marine services (including **ferry** services to Manitoulin and cruises on Lake Nipissing) and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

FESTIVAL ONTARIO

416-965-6256

CULT & REC, **FESTIVAL ONTARIO,** under the Arts Services Branch, will coordinate exhibits from major cultural and arts institutions (e.g.: Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority, Ontario Arts Council, Archives of Ontario, Ontario Film Theatre, Royal Botanical Gardens, McMichael Canadian Collection, etc.) and make these available free of charge to communities to augment festivals or special events. **Festival Ontario** does not organize festivals. Assists at the request of communities. Contact regional offices or main office.

FESTIVALS

Festivals, see Exhibitions

FILLING MATERIAL

Filling Material, see Upholstered and Stuffed Articles

FILM INDUSTRY

Film Industry, see also CCR Theatres Br.

416-965-6487

CULT & REC, CULTURAL INDUSTRIES BR is involved with the **film industry,** recording industry, book publishing and periodicals industries. Provides liaison with various levels of government and industries themselves. Does not give grants or loans. Main emphasis is on policy development. Contact regional offices or main office.

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturing industry, associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology

to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage the **film industry** in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

FILMS

Films, see also Film Industry.

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency in **films** exhibited in Ontario theatres. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm and 16mm projectors. Also examines and licenses projectionists. Approves motion picture advertising and classification.

416-965-7825

COMM SOC, COMMUNICATIONS BR is the information service for the Ministry of Community and Social Services. For a description of activities, see first entry under Information Service. Also provides assistance (e.g. consultation, publications, **films,** slide displays, etc.) to the public, municipalities and social agencies to explain programs.

416-361-0414

CULT & REC, ART GALLERY OF ONTARIO cultivates and advances the cause of visual arts in Ontario with programs, lectures and **films** on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The Grange, a restored historic Toronto house. Circulates exhibitions to Ontario communities. Offers an art rental service, art book shop, audio-visual library, art reference library, art classes, tours and speakers bureau.

416-965-6621

CULT & REC, MULTICULTURAL DEVELOPMENT BR develops and supports programs aimed at improving intergroup and race relations which may include: learning about and appreciating different ethnocultural groups in Ontario; encouraging information sharing through intercultural workshops; assisting the development within institutions of a sensitivity to cultural differences in overcoming barriers to service delivery; assisting ethnocultural groups to improve their organizational and leadership skills to enable them to fully participate in Ontario society. Consultative services, publications, **films,** tapes and intercultural development grants are available. Contact field offices or the main office. The branch assists in the multicultural history project (965-0212) sponsored by the ministry & funded by Wintario. Project will collect, catalogue & preserve historical material on Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, provides grants in response to written applications from

performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, makers of **films** and photographers may also apply. Other programs include Creative Artists In Schools (CAIS) and ONTOUR which assists concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

416-429-4100

CULT & REC, ONTARIO SCIENCE CENTRE conducts a varied program of education in the origins and development of science and technology and in Ontario's role in this progress. Located at Don Mills and Eglinton Ave. in North York, the Ontario Science Centre is open to the public daily and offers tours to school classes. Part of the Ontario Science Centre is the Ontario Film Institute (OFI), founded in 1969 to encourage the development of the art of the film and to foster public appreciation and study of film history, origins and accomplishments. The OFI has three divisions: the Institute itself which is the reference and information centre, the Ontario Film Theatre (for showings of **films)** and the Ontario Film Archive.

416-965-6763

CULT & REC, RESOURCE CENTRE and Library under the Administrative Services Br maintains an up-to-date collection of books, pamphlets, **films,** video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Canadiana collections (978-6738) at 14 Queen's Park Crescent West and the McLaughlin Planetarium (978-8558), is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts, archaeology and the sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects and specimens related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Write or call for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, Senior Citizens Club, and Saturday Morning Club for children and has a library of **films.** The ROM is located at 100 Queen's Park Cres. in Toronto.

416-965-5466

IND & TOUR, COMMUNICATIONS DIV has two major functions: a planning function for developing communications plans for each ministry division plus advertising services, and a delivery function through Communications Services Branch providing the ministry with information service including photography, audio-visual, publications, releases, speeches, media liaison and other services (see first entry under Information Service). Operates a library of still and motion pictures to lend to groups interested in tourism. Catalogues of **films** available.

416-965-7711

IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto including exhibition pavilions, band shell, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, shows **films** for conventions and other groups of residents or tourists. Open daily May 20 to Sept. 4 (weekends only Sept. 9 to Oct. 9). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

416-965-4871

SOL GEN, OFFICE OF THE FIRE MARSHAL assists municipalities in establishing municipal fire departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major fire problems; supports fire codes and statutes committees (965-4851). Investigates causes of incendiary, large loss & fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public safety programs; publishes fire loss statistics and technical, legal, instructional and fire prevention literature (965-4871). **Films** are available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

FINANCIAL ASSISTANCE

Financial Assistance, see also Grants, Loans.

416-965-6149

AG & FOOD, AGRICULTURAL MANPOWER SERVICES BR assists Ontario farmers with their manpower requirements by providing training programs and advisory services for farm workers and **financial assistance** for the construction of housing to accommodate seasonal workers. Also provides opportunities for students and young agriculturalists to broaden their knowledge by working on Ontario farms. The branch is a member of the Ontario Federal-Provincial Agricultural Manpower Committee.

416-965-1811

AG & FOOD, ONTARIO CROP INSURANCE COMMISSION makes available to farmers a crop insurance plan for all commercial insurance crops. Its Farm Income Stabilization Program provides **financial assistance** during periods of low crop yields to farmers producing commodities covered by crop insurance. Contact Regional Crop Insurance Commission office.

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch telephone number changes to 963-0436 Fall, 1978. The program provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have

been lost or obliterated. Provides **financial assistance** under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices on day care such as provision of **financial assistance** to municipalities, approved corporations and Indian Band Councils for the establishment of day nurseries; licensing and supervision of such; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.). Maintains provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding care and pre-school education of children. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For questions re. **financial assistance** contact 965-2521. Contact district office.

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs administered by municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities supplementary **financial assistance** is extended to recipients of government benefits, the physically handicapped and others needing extended care or prescribed drugs, prosthetics, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides **financial assistance** for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to $150 monthly. Contact District Office.

416-965-2667

EDUC, PROFESSIONAL DEVELOPMENT BR administers summer courses for teachers (965-2664) and coordinates teachers' winter courses which are sponsored by local school boards and approved by regional offices (965-2450). Arranges exchanges for teachers and school board personnel within Ontario and across Canada, (965-9667). Administers examination of supervisory officers after completion of pre-service and in-service training (965-9672). Provides **financial assistance** for French language professional development activities for teachers (965-9667). Provides staff training and development to ensure improvement and advancement of Ministry personnel (965-2680).

416-965-8015
HEALTH, INSTITUTIONAL PLANNING BR reviews and approves plans for construction and renovation of hospitals. Administers capital **financial assistance** of approved projects and conducts research on development of efficient and economical facilities. For information on hospital statistics, contact Health Data Development and Evaluation Branch Tel. 965-8163.

416-965-5764
IND & TOUR, TOURISM MARKETING BR promotes tourism, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, exhibitions, attractions, facilities and tours. Provides up-to-date ski and road reports, campgrounds vacancy information and fall colour reports. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides **financial assistance** to twelve Regional Travel Associations through the Ontario Travel Association Program and advertises Ontario to the consumer travel trade and conventions markets (965-9991).

416-965-3514
TE & IA, MUNICIPAL ADMINISTRATION BR encourages and assists Ontario municipalities in developing sound administrative and management practices and in improving the internal organization and processes by which they discharge their statutory responsibilities. Coordinates Local Government Management Program (LGMP). Provides advice on metrication in municipalities. Offers **financial assistance** for municipal bilingualism programs.

416-248-3727
TR & COMM, URBAN & REGIONAL PLANNING OFFICE provides ministry and government officials with long range travel forecasts and evaluations, transportation plans, development strategies, policies and programs. Administers **financial assistance** to municipalities for transportation planning studies.

FINANCIAL INFORMATION
Central Financial Information System, see TE & IA Financial Information & Accounting Policy Br.

FINANCIAL MANAGEMENT
Financial Management services in each ministry include the establishment of accounting and financial policies and performing general accounting and financial reporting functions. For a listing of ministries' Accounts or Finance branches see Accounting.

FINANCING STATEMENT
Financing Statement, see CCR Personal Property Registration Br.

FINES
Fines for traffic violations, see Defaulted Fines, also Att Gen Provincial Courts Criminal Div Metro.

FIRE

416-965-5881

CCR, BUILDING CODE BR is developing a **fire** code and administers a building code for Ontario to minimize building, health and **fire** hazards. Advises municipalities on matters pertaining to building by-laws, which are a local, not provincial, responsibility. Is responsible for the Ontario Plumbing Code which is at present Reg. 647 of the Ontario Water Resources Act.

705-942-1800

NAT RES, AVIATION & FIRE MANAGEMENT CENTRE in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, resources management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation. Organizes **fire** control planning and warden systems. Conducts forest fire control operations. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control.

416-965-4871

SOL GEN, OFFICE OF THE FIRE MARSHAL assists municipalities in establishing municipal **fire** departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major **fire** problems; supports **fire** codes and statutes committees (965-4851). Investigates causes of incendiary, large loss & fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public safety programs; publishes **fire** loss statistics and technical, legal, instructional and fire prevention literature (965-4871). Films are available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

FIREARMS

416-965-4488

SOL GEN, OPP, REGISTRAR OF FIREARMS approves issuing of permits to register and carry **firearms** in Ontario as outlined in the Criminal Code (Canada). An amendment to the Criminal Code has been passed and will be effective as of January, 1979 requiring a firearm acquisition certificate for the purchase of **firearms.** This office maintains a central registry of all Ontario's registered **firearms.**

FIREFIGHTERS BRAVERY

Firefighters Bravery, see Ontario Medal

FISH

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of pesticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, **fish** and wildlife, soils,

water, air and human tissues. Interprets significance of analytical results. Contact laboratory or ministries involved for research papers and reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-248-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology Unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants or hazardous agents on **fish** and other aquatic organisms (e.g. mercury levels). Contact regional office.

416-965-6954

ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Also answers inquiries on mercury levels in **fish.** Contact regional office.

416-965-2761

NAT RES, FINANCIAL SERVICES BR, besides the financial management and accounting functions as outlined in the first entry under Accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, **fish** and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-2814 or regional or district offices.

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, **fish** farming regulations, **fish** identification and conservation, hatcheries and sanctuaries, lamprey identification, mercury levels, freeze-up and break-up. Commercial **Fish** Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The branch conducts biological and environmental research and provides information on scientific **fish** management (Maple, 832-2761). Can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides liaison with the Federal government on boating restriction regulations and Small Craft Harbours and answers related inquiries (965-7887). Contact district offices.

FISHING

Fishing, see Fish

FITNESS

416-965-6312

CULT & REC, FITNESS SERVICES BR promotes a more active lifestyle for the citizens of Ontario to improve their **fitness** levels. To motivate and educate people on the importance of **fitness** and to coordinate fitness services, the branch runs a campaign through the media and publications, a fitness awards program, an employee fitness consultation service, mobile fitness testing, fitness instructor training and supports community coordination and motivation initiatives.

416-965-0322

CULT & REC, ONTARIO SPORTS TRAINING CENTRE Technical Unit for Recreation Facilities acts as a province-wide information centre in the areas of planning, design, construction and operation of sports, **fitness** and physical recreation facilities. The Unit performs a counselling service, information dissemination, organization and presentation of conferences, workshops and seminars, help in research problems and provides a reading room. Publications are available at the Ontario Government Bookstore. Among the 725 clients the Unit has counselled to date are club and community groups, government professionals, municipal recreation departments, design professionals and facility planners.

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in sports for individual satisfaction and enjoyment. Promotes competition in multi-sports games (e.g. Regional & Provincial; Ontario Summer & Winter Games for the able bodied & disabled). Provides administrative, consultative services and grants to provincial sport governing bodies. The Ontario Sports Admin. Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is funded by this Ministry. Sports Awards Program honors accomplishments of Ontario athletes and citizens in amateur sports. Coaching Development Program improves calibre of leadership available to amateur sport through coaches and officials. Ontario Sports Travelcade takes sports and **fitness** resources around Ontario to help raise level of expertise of athletes, coaches, etc. Ontario Elite Athlete Assistance Program provides limited financial assistance to selected amateur athletes for training and competition.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital sports, recreation, **fitness,** arts, heritage, libraries, multicultural and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-4334

HEALTH, HEALTH PROMOTION BR HEALTH EDUCATION Consultants provide information on programs in accident prevention, smoking and health, physical **fitness.** See also other sections in Health Health Promotion Br described separately.

FOOD

AG & FOOD, COLLEGES OF AGRICULTURE offer courses in farm management, agricultural production, agricultural laboratory technology, home economics or **food** service

supervision, **food** and fashion, animal health, equine technology, agricultural business management. They also conduct agricultural research for the ministry. For further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls dealers of fruit & vegetables. Issues licences to nurseries, and controls disease found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of **food** (fruit, vegetables, honey) production, packaging, wholesaling and retailing. Contact county or district office.

416-965-2124

AG & FOOD, FARM PRODUCTS MARKETING BOARD administers the Farm Products Marketing Act which requires licences of dealers of all regulated **food** products and processors of some regulated commodities such as asparagus, apples, grapes, tender fruit, potatoes, vegetables, soybean, pork and turkey. Regulation is conducted through marketing plans administered by a producer marketing board. A list of these boards is kept by this office.

416-965-7701

AG & FOOD, ONTARIO FOOD COUNCIL promotes the development of domestic and foreign markets for Ontario's **food** products. The Consumer Section of the Ontario Food Council provides consumer information, education and publications on the availability, storage, quality and nutritive value, purchase and use of Ontario foods. The Council provides administrative support to the Ontario Maple Syrup Producers Association.

416-259-5479

AG & FOOD, ONTARIO FOOD TERMINAL BOARD operates the Ontario **Food** Terminal, a wholesale fresh fruit and produce market to serve all Ontario growers of these farm products. The terminal has cold storage facilities. It plays a major role in the orderly marketing of fruits and vegetables in Ontario.

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of pesticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: **food,** plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Interprets significance of analytical results. Contact laboratory or ministries involved for research papers and reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-750-3366
CORR SERV, FOOD SERVICES BR endeavours to provide those under the care of the ministry with a nutritionally adequate diet and teaches **food** service job skills to inmates who display aptitude and desire for this type of training. Operational and training programs are conducted in the institutions, coordinated through the ministry main office.

416-965-2214
ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Responsibility is carried out by these Units: Petroleum & Chemical, Mining & Metallurgy, **Food** & Forest. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes and industrial waste treatment and control with respect to water, air and solids. Coordinates project to take inventory and recommend rehabilitation of derelict mining land throughout Ontario.

416-965-4236
HEALTH, COMMUNITY HEALTH PROTECTION BR, FOOD CONTROL Services are the responsibility of the Veterinary Public Health Consultants. Deals with the safety of **food** in production, processing, distribution and service; food-borne illnesses; interpretation of regulations; interpretation of laboratory results. Provides consultation to local public health authorities to test milk products. Approves acceptable milk containers and issues certificates of approval needed to operate pasteurization plants. Provides information to consumers, the **food** trade and individuals wishing to enter a food business. See also other sections in Health Community Health Protection Br described separately.

416-965-4164
HEALTH, COMMUNITY HEALTH PROTECTION BR, INSPECTION Services provides consultants to municipalities to advise on local public health inspections for cleanliness in restaurants, **food** stores, residences, factories, etc. Contact local Public Health Unit serving municipality. See also other sections in Health Community Health Protection Br described separately.

416-965-5884
HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, **food** budgeting, meal planning, obesity control, dental and prenatal care and care for senior citizens. See also other sections in Health Health Promotion Br described separately.

FOREIGN INVESTMENT

Foreign Investment, see also Ind & Tour Industry & Trade Development.

416-965-5711
IND & TOUR, INDUSTRY SECTOR POLICY BR develops policy proposals for governmental consideration relating to the problems, needs and opportunities of industry on a sector basis. Develops analyses on a sector basis for the information of government officials and the business community. Provides Ontario comment to the federal **Foreign Investment** Review Agency (FIRA) and General Agreement on Tariffs and Trade (GATT) by the world's trading nations. Tourism Policy & Research Section (965-5725) develops and maintains a data base and related information service for the tourism sector and provides tourism research to support and direct ministry activities, e.g. the Interministerial Tourism & Recreation Planning Study.

416-965-2999
TE & IA, ECONOMIC POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and strategies. Studies **foreign investment,** foreign trade policy, Competition Act, housing, energy, and anti-inflation programs.

FOREIGN LAND
Foreign Land sale, see CCR Real Estate & Business Brokers.

FORENSIC SCIENCE

416-965-2561
SOL GEN, CENTRE OF FORENSIC SCIENCES prepares legally admissable evidence for law enforcement officers, attorneys, coroners, etc. by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of breathalyzers and the training of operators (965-9507). Provides educational programs and materials for persons and agencies using **forensic science** services.

416-965-1554
SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of deaths in unusual circumstances and in unveiling concealed homicides through autopsies and biological and other techniques of **forensic science.** Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and investigations of sudden deaths.

FOREST FIRE

705-942-1800
NAT RES, AVIATION & FIRE MANAGEMENT CENTRE in Sault Ste. Marie operates a fleet of aircraft for **forest fire** detection and suppression, resources management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation. Organizes fire control planning and warden systems. Conducts **forest fire** control operations. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on **forest fire** prevention and control.

FOREST RANGERS
Forest Rangers, see Nat Res Personnel Br

FORESTRY CAMPS

416-750-3501
CORR SERV, SUPPLY AND SERVICES BR coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing ministry offices, correctional institutions and **forestry camps.** Office Services Section (phone: 750-3321) provides mail and messenger, stationery and printed forms stores, and duplicating services for the ministry. See first entry under Administrative Services for further description of this function.

FORESTS

416-965-2785

NAT RES, FOREST RESOURCES BR grows seedlings in provincial nurseries for the public and Crown reforestation. Treats Crown **forests** to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed **forests.**

416-832-2761

NAT RES, ONTARIO FOREST RESEARCH CENTRE in Maple, Ontario provides scientific and technical knowledge and information to improve the management of **forests** in Ontario. Main research effort is biological and ecological rather than technological or economic, aimed at regeneration and improvement of **forests.**

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed **forests** (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

FORGERY

416-965-8117

SOL GEN, OPP, ANTI-RACKETS BR provides assistance to all police forces and government agencies in Ontario on investigations relating to white collar crime, frauds, rackets, schemes, counterfeiting and **forgery.** For general inquiries, contact 965-8117. For inquiries on counterfeiting call 965-1883.

FORT WILLIAM

Fort William, see Old Fort William

FOSTER CHILDREN

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides financial assistance for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, **foster children** & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal

programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to $150 monthly. Contact District Office.

416-965-2363
COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (financial allowances for single mothers, permanently unemployable fathers, **foster children,** etc.).

FOUR-H (4-H)

416-965-1241
AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the **Four-H (4-H)** and Junior Farmers programs which provide agricultural and leadership training as well as social benefits for youth in rural areas. The branch is headquarters for the Junior Farmers' Association of Ontario. Contact AG REPS in county or district offices.

FRANCHISES

416-963-0309
CCR, COMMERCIAL STUDIES conducts ministry research projects. Has general information on **franchises.**

416-965-2851
ONTARIO ENERGY BOARD regulates certain phases of the natural gas industry in Ontario including rates and charges, designation and authorization of storage areas, construction of transmission lines, expropriation for pipelines, gas **franchises** and certificates. Acts upon references by the Minister of Energy about wholesale Ontario Hydro rates, and by the Lieutenant Governor in Council on any questions about energy. The Board answers to the Legislature through the Minister of Energy.

FRANCO-ONTARIAN

Franco-Ontarian, see also French

416-965-0598
CULT & REC, COUNCIL ON **FRANCO-ONTARIAN** AFFAIRS is an advisory body which makes recommendations to the Minister of Colleges & Universities and the Minister of Culture & Recreation on any matter for which their ministries are responsible and which affect Franco-Ontarians; or on any matter which one or both ministers may refer to the Council for consideration. Services of the Council are available to other ministries. The Council maintains close liaison with the French community in order to be well informed of

the needs of Franco-Ontarians in the fields of post-secondary education, culture and recreation.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, provides grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, makers of films and photographers may also apply. Other programs include Creative Artists In Schools (CAIS) and ONTOUR which assists concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and **Franco-Ontarian** community arts.

FRATERNAL SOCIETIES

Fraternal Societies, see CCR Financial Institutions.

FRAUDS

416-965-8117

SOL GEN, OPP, ANTI-RACKETS BR provides assistance to all police forces and government agencies in Ontario on investigations relating to white collar crime, **frauds,** rackets, schemes, counterfeiting and forgery. For general inquiries, contact 965-8117. For inquiries on counterfeiting call 965-1883.

FREEDOM OF INFORMATION & INDIVIDUAL PRIVACY

416-598-0411

COMMISSION ON **FREEDOM OF INFORMATION & INDIVIDUAL PRIVACY** was established in March, 1977 to examine and make recommendations on: the individual's right to privacy and appeal regarding the use of government information, the individual's right of access to government information, protection of the public interest by determining what information should be confidential. Write to the Commission at 180 Dundas St. W., 22nd Floor, Toronto M5G 1Z8.

FREIGHT FORWARDERS

416-248-7146

TR & COMM, HIGHWAY CARRIER LICENSING SECTION, Licensing & Control Branch issues licences to public vehicles (PV), e.g. bus and charter operations and to public commercial vehicles (PCV), e.g. trucks, truck tractors and **freight forwarders** operating in Ontario beyond the urban municipality. Applications for cartage licences within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.

FRENCH

French, see also Franco-Ontarian, Bilingualism.

416-965-2816

ATT GEN, COURTS ADMINISTRATION PROGRAM manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, Small Claims, Surrogate Court and Supreme Court of Ontario offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the peace, notaries public and commissioners of oaths or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of **French** language services in Ontario courts.

416-965-4162

CIV SERV, FRENCH LANGUAGE SERVICES GROUP offers **French** language training courses to provincial and municipal employees. Assists ministries in recruitment of bilingual staff. Administers Ontario-Quebec Summer Student Job Exchange program and civil servants exchanges.

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance (student awards) as loans, grants or bursaries to Ontario students studying at colleges and universities. Administers four plans based on financial need under the Ontario Student Assistance Program: Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan and Ontario Special Bursary. The branch also awards fellowships or scholarships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships; and has programs for students and teachers for bilingual study: fellowships for studying **French,** Teacher's Summer Language Bursary, and Summer Language Bursary program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-965-0598

CULT & REC, COUNCIL ON FRANCO-ONTARIAN AFFAIRS is an advisory body which makes recommendations to the Minister of Colleges & Universities and the Minister of Culture & Recreation on any matter for which their ministries are responsible and which affect Franco-Ontarians; or on any matter which one or both ministers may refer to the Council for consideration. Services of the Council are available to other ministries. The Council maintains close liaison with the **French** community in order to be well informed of the needs of Franco-Ontarians in the fields of post-secondary education, culture and recreation.

416-965-2190

EDUC, COUNCIL ON FRENCH LANGUAGE SCHOOLS ensures the continuing development of education for **French** speaking students in Ontario. The Council advises the Minister of Education and his Deputy on all matters pertaining to **French** language schools.

416-965-3155

EDUC, LANGUAGES OF INSTRUCTION COMMISSION of Ontario was established to help resolve disputes between school boards and parents over the provision of education programs in the language of a minority group, **French** or English as the case may be.

416-965-2667

EDUC, PROFESSIONAL DEVELOPMENT BR administers summer courses for teachers (965-2664) and coordinates teachers' winter courses which are sponsored by local school boards and approved by regional offices (965-2450). Arranges exchanges for teachers and school board personnel within Ontario and across Canada, (965-9667). Administers examination of supervisory officers after completion of pre-service and in-service training (965-9672). Provides financial assistance for **French** language professional development activities for teachers (965-9667). Provides staff training and development to ensure improvement and advancement of Ministry personnel (965-2680).

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (965-5635) and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989), Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Teacher Exchange Programs (965-5996). Administers the Second-Language Monitor Program which encourages bilingual university students to act as teaching monitors to teachers of **French** or English as a second language (965-5996). Operates the Ontario Student Leadership Centre which accepts secondary school students for leadership training courses (965-5989). The Student Guidance Information Service (965-9676) provides computerized career and institutional information to schools. The branch prepares guidance documents and Ontario Student Record material.

416-965-2060

EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing legal services to the Ministry of Education, provides information and advice to school boards, municipalities, teachers and the public about education statutes (e.g. provision of **French** language education) that affect their rights, duties and responsibilities.

416-965-3865

OFFICE OF THE COORDINATOR ON BILINGUALISM coordinates the implementation of the Government's bilingualism policy (provision of **French** language services to the public). Provides related information and advice to other Ontario Government ministries, the media and the public.

FROG

416-965-5134

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographical maps including canoe routes. Publications on mining are also available (965-1348). For a description of administrative service functions, see first entry under Administrative Services. The branch also provides information on **frog,** turtle & snake identification.

FRUIT

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup,

Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls dealers of **fruit** & vegetables. Issues licences to nurseries, and controls disease found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (**fruit,** vegetables, honey) production, packaging, wholesaling and retailing. Contact county or district office.

416-965-2124

AG & FOOD, FARM PRODUCTS MARKETING BOARD administers the Farm Products Marketing Act which requires licences of dealers of all regulated food products and processors of some regulated commodities such as asparagus, apples, grapes, tender **fruit,** potatoes, vegetables, soybean, pork and turkey. Regulation is conducted through marketing plans administered by a producer marketing board. A list of these boards is kept by this office.

416-562-4141

AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO conducts horticultural research to increase production and develop new varieties of **fruit,** vegetables and wine. It also aids growers of ornamental plants, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and nurseries.

416-259-5479

AG & FOOD, ONTARIO FOOD TERMINAL BOARD operates the Ontario Food Terminal, a wholesale fresh **fruit** and produce market to serve all Ontario growers of these farm products. The terminal has cold storage facilities. It plays a major role in the orderly marketing of fruits and vegetables in Ontario.

FUEL

416-965-7627

CCR, ENERGY SAFETY BR which administers the Ontario Energy Act, strives to prevent loss of life, bodily injury and property damage by controlling safety hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane **fuel,** and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-1559

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains statistics on mineral economics (965-1016) and determines availability of **fuel** resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-3127), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing natural gas or oil or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, **fuel** for aviation, propane), the Motor Vehicle Fuel Tax Act (diesel **fuel)** and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds

of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors, and taxable diesel fuel users.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Automotive Vehicle Energy Management Program studies use of **fuel** by road vehicles to support **fuel** conservation legislation and direct the energy management program. Examines, tests and implements **fuel** conservation measures. Studies alternative fuels, especially methanol.

FUNERAL DIRECTORS

416-963-0511

CCR, CEMETERIES BR administers the Cemeteries Act which regulates the operations of commercial and non-profit cemeteries, burial grounds, church yards, mausolea, crematoria and columbaria. The branch also answers inquiries and investigates complaints about cemeteries and burials. Contact Queen's Park or regional offices. For inquiries about **funeral directors** and embalmers, call the registrar of the Board of Funeral Services, First Floor, 25 Grosvenor St., Toronto, 921-5164.

FUNGICIDES

Fungicides, see Pesticides.

FUR

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control disease of poultry; and the Fur Farms Act, requiring licences of **fur** farmers.

416-965-4251

NAT RES, WILDLIFE BR manages Ontario's wildlife resources: manages habitat; reviews and recommends management practices and policy; recommends and enforces related (e.g. hunting) laws and regulations; manages big game, upland game, waterfowl and endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas for wildlife-oriented recreation. Reviews land use planning and resources development in Northern Ontario to ensure that wildlife interests are considered. Conducts research on wildlife management, diseases and behavior (Maple, 832-2761). **Fur** Section (965-3345) regulates use of furbearers; licenses **fur** buyers and tanners. Resources Development Section (965-3345) administers resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

FURNITURE

Furniture, see Upholstered and Stuffed Articles

GAINS-A

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or **GAINS-A** (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (financial allowances for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-8470

REVENUE, GUARANTEED ANNUAL INCOME SYSTEM **(GAINS-A)** Program was introduced in July, 1974 to provide a basic income for qualifying residents age 65 and over. A multilingual information service on the **GAINS-A** program for senior citizens can be reached by calling 965-8470 in Metro Toronto. Outside Metro Toronto dial direct (toll-free) 1-800-268-7121 except residents in area code 807 who should ask Operator for Zenith 8-2000 (toll-free).

GAINS-D

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides financial assistance for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as **GAINS-D** (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to $150 monthly. Contact District Office.

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and **GAINS-D** (income supplement for the blind and disabled), Family Benefits (financial allowances for single mothers, permanently unemployable fathers, foster children, etc.).

GAMBLING

Gambling, see also Games of Chance

416-965-8114

SOL GEN, OPP, SPECIAL INVESTIGATION BR provides assistance to Crown attorneys and law enforcement agencies including Chiefs of Police and other government agencies which deal with liquor licensing, liquor laws infractions, **gambling,** and suppression of illegal drugs.

GAMES OF CHANCE

416-963-0272

CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include bingos, raffles and **games of chance** operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

GARAGES

416-965-7168

TR & COMM, VEHICLE LICENSING & CONTROL OFFICE, Licensing & Control Branch registers and issues licences for all motor vehicles, trailers and snow vehicles (e.g. snowmobiles). Licenses premises used for repairing motor vehicles (e.g. **garages)** licenses all for-hire truck operations under the Public Commercial Vehicles (PCV) Act and all bus and charter operations under the Public Vehicles (PV) Act (see Tr & Comm Highway Carrier Licensing Section). Although management and control of program is administered at Queen's Park, licensing is available throughout Ontario through agents at 300 locations. For questions on how to get licences for vehicles and **garages** contact local agent or Agents Issuing Section 965-1226, Queen's Park Licensing 965-2206, or Downsview Motor Vehicles Licensing 248-7171, Highway Carrier Licensing (PCV & PV) 248-7146. For information on ownership of vehicles see TR & COMM Vehicle Records & Information.

GARBAGE

Garbage, see Waste.

GARDENS

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed **gardens** and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses on horticulture and botany, design with plant material, to credit courses at universities. The RBG also offers the public extensive horticultural information on ornamental, native and poisonous plants, edible and poisonous mushrooms, and information on ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

GARNISHMENTS

416-965-5591

ATT GEN, REFEREE of the SMALL CLAIMS COURTS of the Judicial District of York assists people with counselling on debt problems, particularly with summonses and **garnishments** before and after judgment. Public must telephone for appointment and bring complete information regarding income, expenses, debts and creditors. The Small Claims Court Referee's mailing address is: 425 University Ave., Rm. 201, Toronto M5G 1T6. This office also acts as Small Claims Referee in the Judicial District of Durham. Appointments (for evening interviews only) should be made with the Clerk of the First Small Claims Court, 501 Brock St. South, Whitby L1N 4K8, tel. 416-668-3624.

GASOLINE

416-965-7627

CCR, ENERGY SAFETY BR which administers the Ontario Energy Act, strives to prevent loss of life, bodily injury and property damage by controlling safety hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of **gasoline.** Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act **(gasoline,** fuel for aviation, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors, and taxable diesel fuel users.

GEOGRAPHIC NAMES

Geographic Names, see Nat Res Surveys & Mapping Br B.

GEOLOGICAL

416-965-4641

NAT RES, ONTARIO GEOLOGICAL SURVEY provides information on the **geological** and mineral resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral wealth. Activities include **geological,** geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques, presentation of classes & lectures on minerals. Analytical laboratory provides identification, chemical analyses and assays of mineral, rock and ore samples. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures, unpublished files and analytical services are used by the public, prospectors, mining companies, universities & government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake & Sudbury districts.

416-965-6225

NAT RES, SURVEYS & MAPPING BR (A) provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, **geological** and other thematic maps for ministry field surveys. Drafting Services Section (965-7108) provides drafting, mapping and graphics support to the ministry. Geographical Referencing Section (965-4538) carries out research and development in automated cartography and associated digital information systems. Operates and maintains provincial control survey data bank, sets standards for control surveys and establishes base lines for instrument calibration. Cadastral Surveys Section (965-2714) installs and maintains control surveys. Has data from ministry and private surveyors on resurveys of township boundaries and Crown land surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Br B for other activities.

GEOTECHNICAL

Geotechnical, see also Geological

416-965-2105

ENV, WATER RESOURCES BR HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides **geotechnical** support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

GERIATRICS

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private charitable organizations, develops policy on and subsidizes Homes For The Aged, residential care, extended care, foster or satellite homes and social services for senior citizens. Subsidy is in the form of capital and operating grants. Assists in community outreach programs and alternatives to institutional care projects, e.g. meals-on-wheels, day care, vacation care. Other programs include: capital and operating grants for Elderly Persons Centres and senior volunteers. Cooperates with other ministries and groups in retirement planning. Conducts Long-Term Study on Aging (965-5103). Provides grants for research on aging and related facilities including the J. W. Crane Memorial Library of **Geriatrics** and Gerontology (367-8867). Contact district office.

GIFT TAX

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties or tax, also called estate tax, death duties or tax, and inheritance tax. **Gift Tax** Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation tax (965-1774).

GO TEMPORARY

CIV SERV, RECRUITMENT BR (A). Graduate Recruitment & Special Staffing Section (965-4758) assists personnel branches in recruitment of graduates for permanent positions in the Ontario Public Service (OPS); maintains an inventory of college and university graduate applications. Provides information to placement directors and secondary school guidance counsellors in Ontario. Also provides information on policies and employment practices in the OPS for permanent part-time employment and employment of handicapped persons. Employment Services Section (965-6081) provides information on employment opportunities and careers in the OPS to civil servants and the public. Provides a centralized inventory of qualified applicants to assist ministries with their staffing needs. **Go Temporary** Program (965-7688) recruits and maintains resources staff to fill temporary positions in the OPS. See also Civ Serv Recruitment Br (B).

GO TRANSIT

416-630-2635

TORONTO AREA TRANSIT OPERATING AUTHORITY (TATOA) was created to design, establish and operate an inter-regional transit system serving Metro Toronto and the regional municipalities of Peel, Durham, Halton, Hamilton-Wentworth and York. Manages **GO Transit,** a commuter railway service operated by Canadian National Railways, and a commuter bus service operated by Gray Coach Lines and Trailways of Canada. For

information on timetables and fares phone local **GO Transit** number (in Toronto, 630-3933). TATOA reports to the Legislature through the Minister of Transportation & Communications.

GOVERNMENT CAUCUS OFFICE

416-965-2337

GOVERNMENT CAUCUS OFFICE. In the June 9, 1977 provincial election, the Progressive Conservative Party (PC) was returned to Government. Each Member of Provincial Parliament belonging to the Progressive Conservative Party belongs to the Government Caucus. The Caucus deliberates policies and programs which will become part of legislation to be introduced in the Legislature. Specific Committees are responsible for certain areas. The Caucus Office has a Chief Whip who looks after attendance in full Caucus, Committee meetings and in the Legislature, and keeps all members informed as to what votes are expected in the Legislature.

GOVERNMENT PAYMENTS

Government Payments, see Govt Serv Government Payments Br.

GOVERNMENT SERVICES

Government services, Ministry of, see GOVT SERV Branch Name

GOVERNMENT VEHICLES

416-965-1051

GOVT SERV, SPECIAL SERVICES BR provides Ontario Government ministries with these operational support services: Collection Service for debts owing to the government (965-5195); Mail Delivery and complete mass mailing which includes addressing, labelling, folding and inserting mail (965-6902); a Records Centre which provides secure storage for inactive government records (279-5493); Vehicle Repair & Trucking Service which provides maintenance and repair services for **government vehicles** and a trucking service on a charge-back basis (252-3348).

416-248-3617

TR & COMM, OFFICE OF LEGAL SERVICES provides legal services for the ministry. See first entry under Legal Services for description of functions. Insurance & Claims (248-3127) handles insurance claims against the Crown for injuries and property damage arising from accidents on provincial highways or involving **government vehicles,** as well as claims by the Crown for damage to highway property or **government vehicles** excluding OPP vehicles.

416-248-3178

TR & COMM, SUPPLY & SERVICES BR provides the ministry with various services. Purchasing & Supply Office (248-3361) purchases **government vehicles,** construction, maintenance & operating supplies & equipment. General Services Office (248-3853) runs a garage and instrument repair service; controls movable assets. Tenders Section (248-3651) advertises and supplies information on construction & supply contracts; conducts openings of tenders. Disposal Section (248-3725) auctions off **government vehicles.** Special Services Office (248-3364) provides administrative services including accommodation design; establishes sites for and inspects freeway service centres; provides telecommunication services and remote airport directional systems. Records Services Office (248-3531) prepares manuals, publications, maps (including Ontario road maps) & photographs for ministry and public distribution;

performs records management & has a reference library (248-3591). Graphic Services Office (248-3557) provides art, display, reproduction facilities.

GOVT SERV ADMINISTRATIVE SERVICES

416-965-9215

GOVT SERV, ADMINISTRATIVE SERVICES supplies the ministry with administrative services. For a description of functions, see first entry under Administrative Services.

GOVT SERV AUDIT BR

416-965-4805

GOVT SERV, AUDIT BR is responsible for the ministry's audit function. For a description of the function see first entry under Audit.

GOVT SERV COMPUTER SERVICES DIV

416-965-3417

GOVT SERV, COMPUTER SERVICES DIV provides comprehensive data processing services including computing, time sharing and system support to authorized users on a cost recovery basis. Three Computing Centres in Toronto serve specific ministries: Queen's Park Computing Centre (965-0684), Leaside Data Centre (965-0941), and Downsview Computing Centre (248-3941). Computer Support Services Br (965-1335) is the planning, central technical resource and coordinating arm of the division.

GOVT SERV DESIGN SERVICES BR

416-965-2108

GOVT SERV, DESIGN SERVICES BR provides construction and design services for capital projects, lease purchase projects and accommodation alterations of the ministry including interior design consulting services, kitchen facilities and laboratory facilities. Also includes preparation of documents and inspection of work performed. Part of the interior design consulting function (965-6723) is cataloguing of original paintings and sculptures owned by the Government, commissioning works of art in Government buildings and restoration of these works of art where necessary. Provides technical assistance to other ministries in problems pertaining to construction, maintenance and operation of buildings and institutions.

GOVT SERV EMPLOYEE ADVISORY SERVICE

416-965-5161

GOVT SERV, EMPLOYEE ADVISORY SERVICE provides confidential counselling and referral services on work-related problems to employees of the Ontario Public Service (OPS). Provides training programs and individual consultations to managers and personnel administrators in dealing with troubled employees and work performance problems. Provides day care counselling to OPS employees (965-9953).

GOVT SERV EMPLOYEE BENEFITS BR

416-965-6861

GOVT SERV, EMPLOYEE BENEFITS BR administers the following benefits plans for employees of the Ontario Public Service: Public Service Superannuation Act, Superannuation Adjustment Benefits Act, Employees' Group Insurance Plan, Long Term Income Protection. Informs existing and retired employees of the benefits available. The branch is not concerned with family benefits or pensions in the private sector.

GOVT SERV EMPLOYEE DATA SERVICES BR

416-965-6541

GOVT SERV, EMPLOYEE DATA SERVICES BR operates and maintains the Integrated Payroll Personnel Employee Benefits (IPPEB) system. Central agencies and all ministries receive a variety of services from the system including: pay lists, cheques, work history data, ministry organization structures, status changes of employees, pension contribution data, life insurance, Ontario Health Insurance Plan (OHIP) information, T-4 income tax forms and salary structures. Inquiries should be directed to Personnel or Payroll branches of the ministry concerned or to client liasion officers within the Employee Data Services Branch.

GOVT SERV EMPLOYEE HEALTH SERVICES BR

416-965-6751

GOVT SERV, EMPLOYEE HEALTH SERVICES BR provides direct health services to employees of the Ontario Public Service at their places of work in Toronto. Also provides advisory services to management on the health of the work force through various medical examinations.

GOVT SERV FINANCE BR

416-965-2153

GOVT SERV, FINANCE BR supplies the ministry with financial management services. For a description of functions, see first entry under Accounting.

GOVT SERV GOVERNMENT PAYMENTS BR

416-965-2905

GOVT SERV, GOVERNMENT PAYMENTS BR is responsible for the production of cheques for the Ontario government from the Consolidated Revenue Fund or for any major cheque issuing programs developed by an Ontario Government ministry. Reconciles the Consolidated Revenue and major cheque issuing bank accounts. All cheque writing and issuing is done only upon authorized request of each ministry. For specific inquiries, contact ministry concerned.

GOVT SERV INSURANCE AND RISK MANAGEMENT

416-965-6254

GOVT SERV, INSURANCE AND RISK MANAGEMENT purchases insurance for the government and advises all Ontario ministries and special purpose bodies on insurance coverage, excluding employee benefits. For information on Ontario government employee benefits call 965-6861.

GOVT SERV LEGAL BR

416-965-1141

GOVT SERV, LEGAL BR provides legal services for the ministry in the areas of conveyancing and contracts, e.g. the acquisition (including expropriation), sale and lease of land, buildings negotiation and formulation of building contracts, computer contracts and contracts for other types of services. Provides legal opinions relating to pension benefits and litigation relating to the collection of outstanding accounts.

GOVT SERV LEGISLATIVE SERVICES BR

416-965-6415

GOVT SERV, LEGISLATIVE SERVICES BR provides housekeeping, maintenance, steward and messenger services and support services to the Lieutenant Governor, Office of

the Premier, Office of the Speaker and each Member of Provincial Parliament (MPP) in the Legislative Building. The Media Studio and its physical facilities (965-1164) are for the use of MPP's.

GOVT SERV MANAGEMENT PLANNING BR

416-965-6683

GOVT SERV, MANAGEMENT PLANNING BR develops and supports the Ministry's corporate planning and control system, and provides executive assistance to the Deputy Minister. Prime functions include long-term planning and policy development, liaison with Management Board Secretariat on program and policy matters, and the analysis and preparation of Management submissions to Management Board and Cabinet. Provides for the continuing analysis and evaluation of Ministry programs, and coordinates Ministry systems development, implementation and control. Also coordinates development, publication and distribution of Ministry policies and procedures, and provides public relations and information service in support of Ministry programs (e.g. special events in Queen's Park).

GOVT SERV PERSONNEL BR

416-965-7011

GOVT SERV, PERSONNEL BR performs the personnel functions for the Ministry of Government Services. For a description of branch activities see first entry under Personnel.

GOVT SERV PLANNING AND RESEARCH BR

416-965-6815

GOVT SERV, PLANNING AND RESEARCH BR is responsible for general purpose accommodation planning for all Ontario government ministries and most special purpose bodies. Also responsible for research activities relating to the provision and management of accommodation.

GOVT SERV PRINTING SERVICES BR

416-965-2069

GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms and purchases printing services from the private sector as required by ministries and agencies. Handles contracting for all legislative printing including the Ontario Gazette and provides subscriptions to Hansard, Bills, Votes and Proceedings and Order Papers (965-2238). Publishes the Ontario Government Telephone Directory (965-3004). Duplicating Service (965-2211) provides an in-plant facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through the Publications Centre (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for cataloguing, inventory control and distribution of Ontario Government publications to the public, other ministries and agencies and to libraries through a province-wide library depository system.

GOVT SERV PROGRAM MANAGEMENT BR

416-965-2172

GOVT SERV, PROGRAM MANAGEMENT BR is responsible for the management of all accommodation projects of the Ontario Government. Ensures that all projects are completed on schedule, within the budget, and to the satisfaction of client ministries. Coordinates accommodation projects related to capital accommodation, land acquisition for capital

projects, leasing, lease-purchase and accommodation alterations. Provides liaison for the Ministry of Government Services with all ministries and government agencies for all accommodation needs.

GOVT SERV PROPERTY MANAGEMENT BR

416-965-6741

GOVT SERV, PROPERTY MANAGEMENT BR provides operation and maintenance services to Government-owned and leased premises including repairs, housekeeping, horticultural services, moving and bulk parking allocation, elevator maintenance. Ensures safety in government buildings and on construction sites; coordinates displays by various ministries in exhibitions at the London, Ottawa and Thunder Bay government buildings; coordinates tenders and administers catering contracts for cafeterias and vending machines in government and court house offices. It is also responsible for the reservation and use of committee rooms in the Macdonald Block (Phone: 965-1109).

GOVT SERV PROTOCOL SERVICES

416-965-5741

GOVT SERV, PROTOCOL SERVICES Recording Office prepares, records and microfilms Ontario official documents, e.g. land patents. Certifies notarized documents and affidavits that are sent abroad by the public for various purposes. See also Govt Serv Protocol Services Protocol Section, also Scrolls Section.

GOVT SERV PROTOCOL SERVICES PROTOCOL

416-965-1215

GOVT SERV, PROTOCOL SERVICES Protocol Section answers inquiries from other branches, agencies and the public about protocol procedures and social etiquette. Arranges official Ontario ceremonies, conferences and special events. A government hospitality fund provides resources to host hospitality functions (e.g. luncheons, dinners, receptions) where the government officially welcomes visitors from outside Ontario who attend national or international events. Request for assistance should be in writing to: The Minister of Government Services, Queen's Park, Toronto. See also Govt Serv Protocol Services Recording Office, also Scrolls Section.

GOVT SERV PROTOCOL SERVICES SCROLLS

416-965-5733

GOVT SERV, PROTOCOL SERVICES SCROLLS Section prepares congratulatory scrolls for Ontario citizens on the request of their Member of Provincial Parliament, to acknowledge 90th and succeeding birthdays, 50th and succeeding wedding anniversaries, or other significant accomplishments of individuals, municipalities and other organizations. See also Govt Serv Protocol Services Protocol Section, also Recording Office.

GOVT SERV PUBLIC SERVICE SUPERANNUATION BOARD

416-965-1709

GOVT SERV, PUBLIC SERVICE SUPERANNUATION BOARD recommends payments of annuities, pensions and disability benefits to Ontario Public Service Employees and approves applications in respect of past service credits and pension credit transfers under the Public Service Superannuation Act. The Board also hears appeals from contributors, pensioners or dependents against administrative decisions. Inquiries about administration and benefits for Ontario Public Service employees are handled by Employee Benefits Branch

(965-6861). Private pension plans should be referred to the Pension Commission of Ontario (963-0522).

GOVT SERV REALTY SERVICES BR

416-965-4777

GOVT SERV, REALTY SERVICES BR is responsible for the appraisal, negotiation and surveying services required in the acquisition and sale of real estate for most ministries, including land required for construction programs. Appraises, negotiates and acquires leased accommodation. Handles interim management of government property and disposes of such through sale or lease. Assists government employees transferred to other locations in Ontario in selling their homes under the Home Owner Employee Relocation Plan (phone: 965-6748). Maintains an inventory of government-owned land, buildings, leases and accommodation.

GOVT SERV SPECIAL SERVICES BR

416-965-1051

GOVT SERV, SPECIAL SERVICES BR provides Ontario Government ministries with these operational support services: Collection Service for debts owing to the government (965-5195); Mail Delivery and complete mass mailing which includes addressing, labelling, folding and inserting mail (965-6902); a Records Centre which provides secure storage for inactive government records (279-5493); Vehicle Repair & Trucking Service which provides maintenance and repair services for government vehicles and a trucking service on a charge-back basis (252-3348).

GOVT SERV SUPPLY ADMINISTRATION BR

416-965-6937

GOVT SERV, SUPPLY ADMINISTRATION BR provides a government-wide purchasing service. Three commodity sections: Furniture & Furnishings (965-1247), Office Products (965-4751), Special Products (965-3084) administer a collective purchasing program for commonly used commodities; purchase equipment for new Ontario government facilities; purchase goods and services for operational requirements of the Ministry. Central purchasing authority for furniture and furnishing needs of all ministries and agencies rests with the Furniture & Furnishings Section. Supplier Development Section (965-6937) supports branch by developing supplier lists, maintaining a vendors catalogue library, identifying and evaluating new suppliers. Operates the Public Tenders Office (965-1152) to receive tenders for government supply contracts. Assets Disposal Section (259-7809) receives, warehouses and arranges for re-use or disposal of surplus furniture, equipment, materials.

GOVT SERV TELECOMMUNICATION SERVICES BR

416-965-0175

GOVT SERV, TELECOMMUNICATION SERVICES BR provides local and network telecommunications services for Ontario government ministries and agencies. These are principally telephone, data communications and radio, but also include intercom, teletype, facsimile, satellite and related telecommunications services. For local telephone services, contact 965-6788; network services, contact 965-6265.

GRANGE

416-361-0414

CULT & REC, ART GALLERY OF ONTARIO cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation

and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The **Grange,** a restored historic Toronto house. Circulates exhibitions to Ontario communities. Offers an art rental service, art book shop, audio-visual library, art reference library, art classes, tours and speakers bureau.

GRANTS

Grants, see also Financial Assistance, also Loans

416-965-1091

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives **grants** to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives **grants** to horticultural societies and plowing matches. The branch is the headquarters of the Ontario Plowmen's Association which sponsors the International Plowing Match and Farm Machinery Show.

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital **Grants** for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H (4-H) and Junior Farmers programs which provide agricultural and leadership training as well as social benefits for youth in rural areas. The branch is headquarters for the Junior Farmers' Association of Ontario. Contact AG REPS in county or district offices.

416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and improvement programs, and **grants** for Ontario producers. Maintains laboratories where milk samples are tested for butterfat content and a laboratory where feed samples are analyzed. This branch is responsible for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. The Artificial Insemination of Livestock Act requires licences for persons acting as artificial inseminators or conducting an inseminating or a semen producing business. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario.

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts concerning these veterinary requirements: vaccination of cattle to control brucellosis, licences for livestock community sales and those involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle, sheep and swine. Provides **grants** to finance veterinary service in designated areas where livestock farms are sparsely located. Inspects and issues licences to riding horse establishments, dog pounds and suppliers of laboratory animals. Licenses those other than pharmacists & veterinarians who sell livestock medicine. Requires registration of facilities that use animals for research.

416-965-2150

COLL UNIV, INSTITUTIONAL ACCOUNTING and Architectural Services Br administers all transfer payment programs (operating **grants:** 965-5237, and capital funding: 965-5238) to universities and Colleges of Applied Arts and Technology (CAAT) and related institutions. Prepares claims on federal-provincial cost sharing programs (965-5239). Maintains an overview of the physical facilities of universities and colleges, and provides architectural advice to the ministry (965-6563).

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance (student awards) as loans, **grants** or bursaries to Ontario students studying at colleges and universities. Administers four plans based on financial need under the Ontario Student Assistance Program: Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan and Ontario Special Bursary. The branch also awards fellowships or scholarships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships; and has programs for students and teachers for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, and Summer Language Bursary program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-965-3870

COLL UNIV, UNIVERSITY AFFAIRS DIV is responsible for administering the provincial **grants** to Ontario universities. In this regard the division develops and analyzes policy proposals with reference to university operations and their funding, implements policy decisions and maintains ministry-advisory council relations and university-government relations in general. Answers inquiries about admissions policy and manpower planning.

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS may provide charitable organizations and social agencies with capital and operating **grants,** assistance in planning, construction or purchase of facilities, and development of residential services including short stay residences, homes for unmarried mothers, homes for children and youth (juveniles) who are emotionally disturbed, delinquent or who abuse the use of drugs. Also registers group homes caring for five or more children operated by individuals or groups. Contact Child Welfare Branch.

416-965-1673

COMM SOC, POLICY ANALYSIS & FINANCIAL PLANNING BR provides the ministry with strategic planning coordination, program analysis, and integration of multi-year plans and annual estimates preparation. Develops and evolves options for the Provincial Income Security Policy and supports Ontario participation in related federal-provincial reviews. Conducts research studies and provides support, research **grants** and consultation for research activities related to ministry programs.

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training

programs. Provides necessary restorative services e.g. prosthetics. Capital and operating **grants** are available to approved sheltered workshops. May provide operating and debt retirement assistance (e.g. payment of mortgages) to half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private charitable organizations, develops policy on and subsidizes Homes For The Aged, residential care, extended care, foster or satellite homes and social services for senior citizens. Subsidy is in the form of capital and operating **grants.** Assists in community outreach programs and alternatives to institutional care projects, e.g. meals-on-wheels, day care, vacation care. Other programs include: capital and operating **grants** for Elderly Persons Centres and senior volunteers. Cooperates with other ministries and groups in retirement planning. Conducts Long-Term Study on Aging (965-5103). Provides **grants** for research on aging and related facilities including the J. W. Crane Memorial Library of Geriatrics and Gerontology (367-8867). Contact district office.

416-750-3358

CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for programs in correctional institutions and the community. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain access to inmates, records and staff of correctional institutions. Also reviews requests for **grants** for corrections research.

416-965-6256

CULT & REC, ARTS SERVICES BR develops policies and programs to encourage excellence in the arts and wider participation in arts activities. Provides operating **grants** to provincial cultural institutions and agencies, provincial arts service organizations, eligible public art galleries and certain arts training institutions. Administers the Wintario Non-Capital Arts Program and provides **grants** for cultural exchange programs between Ontario and other provinces and countries. For further information see Cult & Rec Cultural Exchange Program and Cult & Rec Public Art Galleries Grants. Coordinates the Outreach Ontario and Festival Ontario programs also listed individually in this Index. Contact field office or main office.

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital **grants** for community recreation centres (965-8433), sports facilities, arts facilities such as concert and exhibition halls, theatres, museums, heritage conservation projects, facilities for libraries and multicultural centres. Contact regional offices or main office.

416-965-1192

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and assistance in gaining access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information

on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project **grants** contact Ministry of Culture and Recreation field offices.

416-965-3314

CULT & REC, COMMUNITY INFORMATION SERVICES Program provides eligible individual community information centres with funding through **grants;** prepares publications and advises them on matters such as information management, policy, staffing and volunteer training. Contact field offices.

416-965-6256

CULT & REC, CULTURAL EXCHANGE PROGRAM, part of Arts Services Branch, provides information and in some cases **grants** to community associations, individual artists and arts groups involved in interprovincial or international cultural exchanges. Also encourages a variety of cultural exchanges between Ontario and Quebec with the cooperation of the Ontario-Quebec Permanent Commission.

416-965-7635

CULT & REC, HERITAGE ADMIN BR, ARCHITECTURAL Conservation Section provides technical support for Ontario Heritage Foundation **grants** or loans to encourage architectural conservation or preservation of buildings of historical and/or architectural significance. Helpful advice on preservation is offered to organizations and individuals, including assistance with the establishment of local architectural conservation advisory committees and programs. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Historical for other activities of the branch.

416-965-4021

CULT & REC, HERITAGE ADMIN BR, HISTORICAL Section provides technical support for the Ontario Heritage Foundation in preserving heritage buildings and in erecting commemorative plaques to subjects of province-wide importance. Gives **grants** to local heritage groups and to assist with erection of local plaques. Administers the Ontario Heritage Foundation **grants** program aiding historical publications (e.g. local histories). See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Architectural for other activities of this branch.

416-965-6621

CULT & REC, MULTICULTURAL DEVELOPMENT BR develops and supports programs aimed at improving intergroup and race relations which may include: learning about and appreciating different ethnocultural groups in Ontario; encouraging information sharing through intercultural workshops; assisting the development within institutions of a sensitivity to cultural differences in overcoming barriers to service delivery; assisting ethnocultural groups to improve their organizational and leadership skills to enable them to fully participate in Ontario society. Consultative services, publications, films, tapes and intercultural development **grants** are available. Contact field offices or the main office. The branch assists in the multicultural history project (965-0212) sponsored by the ministry & funded by Wintario. Project will collect, catalogue & preserve historical material on Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, provides **grants** in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. **Grants** are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, makers of films and photographers may also apply. Other programs include Creative Artists In Schools (CAIS) and ONTOUR which assists concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

416-965-9504

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing archaeological licences and on designating significant sites. Provides **grants** to encourage innovative new work in archaeology and to help complete artifact analysis. Provides **grants** or loans for architectural conservation to encourage renovation of buildings of historical or architectural significance. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

416-961-6262

CULT & REC, ONTARIO LOTTERY CORPORATION manages Wintario and the Provincial Lottery. Proceeds from Wintario are used through the Ministry of Culture & Recreation for recreation and cultural projects. Proceeds from Provincial Lottery sales in Ontario are used for health research and related environmental projects through the Ministries of Health, Labour and the Environment. To find out winning numbers of last draw consult newspapers the next day, list posted at retailer's or in Metro Toronto a recorded message (Wintario: 870-9170, Provincial Lottery: 870-9161). For Wintario **grants** information call 965-2390 or ministry field offices. For Provincial Lottery health research **grants** see: Health Strategic Planning & Research Br, Env Pollution Control Br Development & Research Group, Labour Standards & Programs Br.

416-965-2696

CULT & REC, PROVINCIAL LIBRARY SERVICES is responsible for assistance to public libraries throughout Ontario. Provides **grants,** by-laws and statistics and other information assistance. Maintains close liaison with associations related to library functions and develops library services on a province-wide basis. Publishes the Ontario Library Review and In Review: Canadian Books For Children.

416-965-6256

CULT & REC, PUBLIC ART GALLERIES GRANTS Program, part of Arts Services Branch, assists eligible non-profit community art galleries through **grants** for basic operating and administrative expenditures. Galleries must meet eligibility criteria and provide detailed financial and gallery operations information. Applications available through main office or field offices. Art galleries may also apply to Ontario Arts Council for help with program and exhibition expenses.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on recreation to advise those who provide professional preparation at colleges and universities; to train teachers within the school system and recreationists of municipalities; and to administer **grants** in aid of research. Professional upgrading is promoted through a new professional development model. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL) (965-7505). Special Interests Section (965-5665) serves those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens and women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including **grants** to non-profit camps.

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in sports for individual satisfaction and enjoyment. Promotes competition in multi-sports games (e.g. Regional & Provincial; Ontario Summer & Winter Games for the able bodied & disabled). Provides administrative, consultative services and **grants** to provincial sport governing bodies. The Ontario Sports Admin. Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is funded by this Ministry. Sports Awards Program honors accomplishments of Ontario athletes and citizens in amateur sports. Coaching Development Program improves calibre of leadership available to amateur sport through coaches and officials. Ontario Sports Travelcade takes sports and fitness resources around Ontario to help raise level of expertise of athletes, coaches, etc. Ontario Elite Athlete Assistance Program provides limited financial assistance to selected amateur athletes for training and competition.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario **Grants** Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital sports, recreation, fitness, arts, heritage, libraries, multicultural and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-9665

EDUC, RESEARCH & EVALUATION BR disseminates education research results to school boards and to the public. May provide **grants** for education research proposed by qualified researchers in Ontario educational organizations (965-3141). Publishes research findings on Ministry research contracts and **grants** through the Ontario Government Bookstore. Develops and coordinates educational evaluation systems.

416-965-5624

EDUC, SCHOOL BUSINESS & FINANCE BR sets standards for, advises on, and supervises audits of financial documents of school boards. Determines how provincial **grants** to local boards will be distributed. Provides architectural advice to all boards and to ministry on building needs, for construction of elementary and secondary schools. Conducts research in energy conservation in schools.

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (965-5635) and may provide **grants** for these projects. Projects include: Educational Exchange Programs (965-5989), Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Teacher Exchange Programs (965-5996). Administers the Second-Language Monitor Program which encourages bilingual university students to act as teaching monitors to teachers of French or English as a second language (965-5996). Operates the Ontario Student Leadership Centre which accepts secondary school students for leadership training courses (965-5989). The Student Guidance Information Service (965-9676) provides computerized career and institutional information to schools. The branch prepares guidance documents and Ontario Student Record material.

416-965-5778

ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Operates an air pollution index and alert system and produces air quality reports. Assesses immediate and long-term effects of contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and pollution problems, including hazardous agents and other emissions. Administers environmental research **grants.** Contact regional office.

416-965-7048

ENV, PESTICIDES ADVISORY COMMITTEE reviews problems about pesticides. The Committee advises the Ministry on environmental research **grants** and evaluates results. Coordinates problem solving. Classifies all pesticides previous to their marketing in Ontario. Maintains a library of pesticide containers. The Ontario Government Bookstore (965-2054) has all government publications on pesticides. For pesticide vendors and exterminators licences contact Env Pollution Control Br Pesticides Control Section (965-2401).

416-248-3739

ENV, POLLUTION CONTROL BR DEVELOPMENT & RESEARCH GROUP includes: a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a Water Technology Section. The group provides: liaison with academic and research groups, dissemination of technical information and findings, technical assistance to the Planning Sections, applied research studies on pollution. Also provides technical support for the application of new technology to the public through regional offices and directly to municipalities and industry. Provides **grants** for health related environmental projects from Provincial Lottery funds; write to Pollution Control Br., Development & Research Group, Min. of the Environment, 135 St. Clair Ave. W., Toronto, M4V 1P5.

416-965-2401

ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of pesticides to control pollution. Issues licences for use and sale of pesticides (e.g. pest exterminators). Has publications on, and answers inquiries about, control of household pests, insects, etc. In conjunction with municipalities provides **grants** for termite control. Contact regional office.

416-965-1296

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, sewage and pollution control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on **grants** available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and sewage service areas. Administers **grants** programs for certain sewage and water works to regional or restructured municipalities, municipalities involved in area schemes, small municipalities with high costs, and to small communities for upgrading private systems.

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for resource recovery and recycling, especially for energy conservation. Provides municipalities with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental plant for technology research and market development. Provides **grants** for selected technology demonstration projects.

416-965-4058

HEALTH, COMMUNITY HEALTH PROTECTION BR, VD (venereal disease) clinics for the diagnosis and treatment of VD are located throughout the province. Provides advice to physicians re management of VD cases and educates public on all aspects of venereal disease. Contact local Public Health unit. In Metro Toronto call any time Tel. 965-3333. **Grants** are available for VD clinics administered by hospitals or local Boards of Health. See also other sections in Health Community Health Protection Br described separately.

416-965-5036

HEALTH, HEALTH PROMOTION BR DENTAL Consultants provide consultation to health agencies in Ontario on preventive dental care and dental health (Contact local Public Health agency). Provide **grants** to dentists in underserviced areas. Deal with all Ministry policy about dental care. See also other sections in Health Health Promotion Br described separately.

416-423-4240

HEALTH, ONTARIO CANCER TREATMENT AND RESEARCH FOUNDATION conducts regional treatment centres where treatment of cancer by radiotherapy and chemotherapy is given to patients referred by their doctors. It is affiliated with and supports the Ontario Cancer Institute (incorporating the Princess Margaret Hospital in Toronto). Rehabilitation services are also provided for patients needing speech therapy or prosthetic devices. **Grants** are awarded for cancer research and medical graduates are encouraged to work on cancer treatment. Contact regional offices of the Ontario Cancer Treatment and Research Foundation.

416-920-7721

HEALTH, ONTARIO MENTAL HEALTH FOUNDATION provides **grants** for mental health research. The Ontario Mental Health Foundation supports specific projects, also predoctoral and postdoctoral students and postgraduate independent research.

416-965-5887

HEALTH, STRATEGIC PLANNING & RESEARCH BR provides health research **grants** for the following purposes: to support applied and developmental health research mainly based at Health Sciences Complexes, including hospitals (principal areas that qualify are operational, epidemiological and developmental research projects involving training or service, as well as acupuncture research); to support innovations in the organization and delivery of health service including the evaluation of health care; and to attract individuals to priority health training programs. Also provides bursaries for post graduate studies in health related areas as approved by specific consultants in Consulting Services Br. Recognized health & research development organizations in Ontario may apply for the Provincial Lottery **grants** for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of **grants** which provides financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for **grants.** Municipalities are responsible for designating sites for mobile homes by passing zoning bylaws under the Planning Act.

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (A). This branch administers programs designed to upgrade existing housing and to help generate programs that will improve the total environment of these homes. The Ontario Home Renewal Program (OHRP) provides per-capita **grants** to municipalities to administer directly as loans to owner-occupants whose adjusted annual family income is under $12,500. In unorganized territories OHRP is administered through Northern Affairs' Community Service Offices. See also Housing Community Renewal Br (B).

416-965-9838

HOUSING, LAND MARKETING & SURVEYS BR, AHOP-HOME. Ontario's Home Ownership Made Easy (HOME) plan is now part of a joint federal-provincial program. Provincial **grants** (of up to $750 in the first year) may be given to purchasers of Assisted Home Ownership Program (AHOP) qualified units if the purchasers have taken maximum AHOP assistance and are still spending more than 30% of their income on mortgage and municipal tax payments. Provincial assistance is only available on new houses for which builders had received Central Mortgage & Housing Corporation (CMHC) qualification for AHOP-HOME prior to May 1, 1978. Administration of AHOP-HOME is handled by CMHC (federal) whose Toronto Regional Office is at 781-2451. Other areas contact local CMHC office.

416-965-9788

HOUSING, MANAGEMENT PLANNING & EVALUATION BR, part of the Policy & Program Development Secretariat, ensures that the ministry has a comprehensive planning

and evaluation system so that its resources are efficiently utilized. Coordinates development of multi-year plan, estimates and management-by-results statements. Maintains and analyzes information to accurately reflect present and future environment for the development of appropriate programs. Surveys & Statistical Analysis Section (965-7025) furnishes background data for policy development. Administers the municipal housing policy program which provides **grants** and technical analysis to municipalities for local housing policy statements.

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, **GRANTS** provides financial assistance to small business for projects which use new technology to develop new or improved products or processes through the Ontario Program for the Advancement of Industrial Technology (OPAIT). Stimulates greater awareness of industrial design and improved product design in small secondary manufacturing industries through the Product Design & Development Program (PDDP). Assists companies with low productivity and encourages feasibility studies for secondary manufacturing industries through the Program to Enhance Productivity (PEP). Aids inventors or entrepreneurs to develop a prototype and to determine feasibility of manufacturing the product through the Program to Encourage Product & Process Innovation (PEPPI). The Business Improvement Area Program (BIA) encourages business associates and municipal authorities to improve downtown core areas. Contact Queen's Park: 965-0410 (manufacturing programs), 965-5494 (marketing and financial programs) or regional offices (in Metro Toronto, 491-7680).

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturing industry, associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage the film industry in Ontario. The Section assists in the review and preparation of applications for loans and **grants,** available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

416-965-3405

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries for grants and counselling programs. The Selective Placement Section provides professional and skilled manpower counselling and in cooperation with Canada Employment & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers **grants** to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

416-965-5533

LABOUR, STANDARDS & PROGRAMS BR coordinates: gathering of information about and analysis of specific occupational health & safety hazards; providing detailed action plans & programs to control hazards in industry, e.g. construction industry, mining, logging industry. Assists operating branches in developing operation procedures; coordinates short & long range objectives, evaluation mechanisms; maintains occupational health statistics, e.g. injuries, illnesses. Coordinates development & distribution of standards information & guidelines. Provides information on occupational health and safety (outside Metro call Zenith 5-9500) and liaises with related public and private sector advisory services. Advisory Service Section (965-8710) provides policy and administrative support for Provincial Lottery Fund Awards Committees on **grants** for occupational health research. Write to: Standards & Programs Br, Min. of Labour, 400 University Ave., 9th Flr., Toronto M7A 1T7.

416-965-6283

NAT RES, CONSERVATION AUTHORITIES BR encourages the conservation, development and utilization of water and related land resources by providing policy, funding assistance, management and planning direction to Conservation Authorities, autonomous bodies established under the Conservation Authorities Act. Provides **grants** to support resource management projects initiated and undertaken by the Authorities. These include water and land management programs (flood plain mapping, environmental assessment, dams, channel improvements and erosion control structures) and conservation and recreation land management programs (reforestation and woodlot management, wildlife management, outdoor recreation information and education).

416-965-2785

NAT RES, FOREST RESOURCES BR grows seedlings in provincial nurseries for the public and Crown reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides **grants** to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays **grants** to reduce property tax on managed forests.

416-361-0766

ONTARIO LEGAL AID PLAN (OLAP) is operated by the Law Society of Upper Canada under authority of the Attorney General. The Ontario Legal Aid Act ensures that no one shall be denied the services of a lawyer for lack of money. Every Ontario resident and in certain cases non residents, may apply for legal aid. Qualification is based on need. Local Community & Social Services District Office investigates applicant's finances & reports to the Legal Aid Area Director as to whether applicant pays nothing, a portion, or all costs of the legal aid applied for. The OLAP administers **grants** to clinics providing legal services to the community. Subsidizes the operation of student legal aid societies in six Ontario law schools. For general information on OLAP call 361-0766; to apply for legal aid in the Judicial District of York call 598-0200. Elsewhere consult local telephone directory.

416-965-3281

SOL GEN, ONT POLICE COMMISSION TECHNICAL SERVICES BR provides technological support and advice for all accredited police forces in Ontario. Program Development Section is involved in Computer Assisted Dispatch & Records Entry (CADRE), Canadian

Police Information Centre (CPIC) network management, computer systems for police and digital communications technology. Communications Services assists in upgrading voice communications facilities for Integrated Radio Services Program (IRSP). Administers **grants** to police forces of municipalities for new radio systems under this program. Operational Support Services assists forces in operation of support systems such as Canadian Police Information Centre (CPIC).

416-965-3505

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal **grants** structure, including deconditionalizing of various specific **grants.** Develops budget options for assistance to municipalities and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for and administers all unconditional grants, valued at over $450 million in 1978. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

416-965-1671

TE & IA, MUNICIPAL FINANCE BR analyzes and evaluates the financial performance of Ontario's local governments; develops budget options for local sector finance; publishes annual report on Ontario local government finance; maintains: a municipal finance data system, a mill rate summary, and a register of provincial **grants** to local sectors; develops and implements a system of real property taxation in Ontario; studies and proposes amendments to legislation concerning municipal finance; administers the transitional and special transfer payments made under the Unconditional Grants Act; administers loans programs (965-2451) of the Ontario Municipal Improvement Corporation (OMIC), Ontario Education Capital Aid Corporation (OECAC) and Ontario Universities Capital Aid Corporation (OUCAC).

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which **grants** & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

GRAVEL

Gravel, see Sand

GREAT LAKES

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to municipalities for sewage and water works, and for the

collection of derelict motor vehicles. Deals with regulations and standards for pollution control relating to septic tanks, derelict motor vehicles, litter, pop bottles, waste disposal sites, sewage sludge (especially in the **Great Lakes)** boating and ice huts. Also deals with the provision of safe drinking water. Contact regional office.

416-965-6954

ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the **Great Lakes,** coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Also answers inquiries on mercury levels in fish. Contact regional office.

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to **Great Lakes** high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

GREENHOUSE

416-965-1081

AG & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, **greenhouse** and horticultural crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household and urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

GROUND WATER

416-965-2105

ENV, WATER RESOURCES BR HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and **ground water** development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

416-965-4590

ENV, WATER RESOURCES BR WATER MODELLING SECTION develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and **ground water** to waste inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

GROUP HOMES

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS may provide charitable organizations and social agencies with capital and operating grants, assistance in planning, construction or purchase of facilities, and development of residential services including short stay residences, homes for unmarried mothers, homes for children and youth (juveniles) who are emotionally disturbed, delinquent or who abuse the use of drugs. Also registers **group homes** caring for five or more children operated by individuals or groups. Contact Child Welfare Branch.

416-965-7683

COMM SOC, MANAGEMENT & ANALYSIS BR provides care to children or juveniles committed under the Juvenile Delinquents and Training Schools Act. Coordinates services associated with training schools, probation and aftercare, **group homes,** special rates homes and foster homes across Ontario. The branch also conducts program and financial analysis for the Children's Services Division.

GROUP OF SEVEN

416-893-1121

CULT & REC, McMICHAEL CANADIAN COLLECTION, an art gallery in a beautiful setting in Kleinberg has an extensive collection of the works of Canadian artists including the **Group Of Seven,** Tom Thompson, Emily Carr, David Milne, Clarence Gagnon, and J. W. Morrice. Original **Group of Seven** members were A. Y. Jackson, Lawren Harris, J. E. H. MacDonald, Franklin Carmichael, Arthur Lismer, Frederick H. Varley, Frank H. Johnston. A. J. Casson, Edwin Holgate and LeMoine FitzGerald joined later. Also included are works of art by native peoples. The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school tours by appointment.

GUARANTEED ANNUAL INCOME SYSTEM

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides financial assistance for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (**Guaranteed Annual Income System,** Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to $150 monthly. Contact District Office.

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, **Guaranteed Annual Income System** or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits

(financial allowances for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-8470
REVENUE, **GUARANTEED ANNUAL INCOME SYSTEM** (GAINS-A) Program was introduced in July, 1974 to provide a basic income for qualifying residents age 65 and over. A multilingual information service on the GAINS-A program for senior citizens can be reached by calling 965-8470 in Metro Toronto. Outside Metro Toronto dial direct (toll-free) 1-800-268-7121 except residents in area code 807 who should ask Operator for Zenith 8-2000 (toll-free).

GUNS
Guns, see Firearms

HALDIMAND-NORFOLK
Haldimand-Norfold land development project, see Housing Project Evaluation Br, also Housing Project Planning Br.

HALF-WAY HOUSES

416-965-2376
COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services e.g. prosthetics. Capital and operating grants are available to approved sheltered workshops. May provide operating and debt retirement assistance (e.g. payment of mortgages) to **half-way houses** and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

HANDICAPPED
Handicapped, see also Retarded, also Disabled.

CIV SERV, RECRUITMENT BR (A). Graduate Recruitment & Special Staffing Section (965-4758) assists personnel branches in recruitment of graduates for permanent positions in the Ontario Public Service (OPS); maintains an inventory of college and university graduate applications. Provides information to placement directors and secondary school guidance counsellors in Ontario. Also provides information on policies and employment practices in the OPS for permanent part-time employment and employment of **handicapped** persons. Employment Services Section (965-6081) provides information on employment opportunities and careers in the OPS to civil servants and the public. Provides a centralized inventory of qualified applicants to assist ministries with their staffing needs. Go Temporary Program (965-7688) recruits and maintains resources staff to fill temporary positions in the OPS. See also Civ Serv Recruitment Br (B).

416-965-5095
COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices on day care such as provision of financial assistance to municipalities, approved corporations and Indian Band Councils for the establishment of day nurseries; licensing and supervision of such; special day care programs (native peoples, **handicapped,** Private Home Day Care, infants and school-age children, parent cooperatives, etc.). Maintains provincial

statistics on day nurseries. Provides liaison with other branches and ministries regarding care and pre-school education of children. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For questions re. financial assistance contact 965-2521. Contact district office.

416-965-6231

COMM SOC, MENTAL RETARDATION FACILITY SERVICES Division operates facilities and funds facilities operated by a Board of Directors for mentally retarded and multiple **handicapped** children and adults. Licenses approved homes which operate under the supervision of the above government facilities. Contact district office.

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs administered by municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities supplementary financial assistance is extended to recipients of government benefits, the physically **handicapped** and others needing extended care or prescribed drugs, prosthetics, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides financial assistance for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely **handicapped** children at home may get a special allowance of up to $150 monthly. Contact District Office.

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of **handicapped** adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services e.g. prosthetics. Capital and operating grants are available to approved sheltered workshops. May provide operating and debt retirement assistance (e.g. payment of mortgages) to half-way houses and group homes for physically **handicapped,** alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on

recreation to advise those who provide professional preparation at colleges and universities; to train teachers within the school system and recreationists of municipalities; and to administer grants in aid of research. Professional upgrading is promoted through a new professional development model. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL) (965-7505). Special Interests Section (965-5665) serves those offering recreation service to specialized clientele such as children, youth, the **handicapped,** senior citizens and women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-2663

EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional students outside the normal school structure in schools for the blind and deaf, in developmental centres schools for the retarded, developmentally **handicapped** and emotionally disturbed, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the deaf. School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students.

416-965-9537

ONT ADVISORY COUNCIL ON THE PHYSICALLY HANDICAPPED consists of a chairman and twenty members appointed by Order in Council. Council advises the government on matters pertaining to the well-being of physically **handicapped** persons. Promotes the development and creation of opportunities for self-help. Reviews current relevant policies involving education, employment, rehabilitation, income maintenance, health measures, programs on housing, transportation, recreation, guardianship and other related services. Council meets monthly. Reports to Legislature through the Provincial Secretary for Social Development.

HANSARD

416-965-1456

LEGISLATIVE ASSEMBLY, HANSARD Reporting Service covers all sittings of the Legislature of Ontario and selected committees and publishes an Official Report (**Hansard**). The final printed **Hansard** is distributed to each Member of Provincial Parliament (MPP) and is available from the Ontario Government Bookstore, 880 Bay St., Toronto, telephone 965-2054, and in most libraries. For subscriptions contact Sessional Subscription, Print Procurement Service, Min. of Government Services, 9th floor, Ferguson Block, Queen's Park (965-2238).

HAZARDOUS AGENTS

416-965-5778

ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with

auto emission control standards. Operates an air pollution index and alert system and produces air quality reports. Assesses immediate and long-term effects of contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and pollution problems, including **hazardous agents** and other emissions. Administers environmental research grants. Contact regional office.

416-248-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology Unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants or **hazardous agents** on fish and other aquatic organisms (e.g. mercury levels). Contact regional office.

416-965-3211

LABOUR, OCCUPATIONAL HEALTH BR operates a consulting service in occupational health to ministries and to industry. Occupational Health Medical Service (965-3610) provides consultation on medical & nursing services to those who provide in-plant health care facilities & a healthful working environment for employees. Occupational Health Engineering Serv. (965-4066) provides consultation to operating branches & to industry; visits plants & sites to identify & assess health hazards from exposure to chemical, physical & biological agents and to recommend control measures. Industrial Chest Disease Serv. (965-4075) deals with identification & prevention of respiratory diseases from occupational exposure to **hazardous agents.** Works closely with Workmen's Compensation Board and Chest Clinic Services (Health) which conducts chest x-rays of miners. Occupational Health Laboratory Serv. (965-7925) performs chemical analyses of biological specimens, air samples, industrial materials.

LABOUR, SPECIAL STUDIES & SERVICES BR. Health Studies Services (965-6375) conducts occupational health studies and provides consultative services on the effects of occupational and environmental exposure to **hazardous agents** or materials on human health. Safety Studies Service (965-6111) conducts studies in occupational safety and maintains contact with organizations involved in accident prevention. Radiation Protection Services (965-8178) directs a program to protect employees and the public from harmful effects of radiation including industrial X-Rays, radioactive materials, microwaves, lasers. Radiation Protection Laboratory (965-2201) analyzes radioactive materials. Develops monitoring techniques and equipment for identification of radioactive sources. The Branch also deals with contingencies related to nuclear power generating stations and heavy water plants.

HAZARDS

Hazards, see Safety, Building Code

HEALTH

Health, Ministry of, see HEALTH Branch Name. See also Occupational Health, also Building Code.

HEALTH ADDICTION RESEARCH FOUNDATION

416-595-6100

HEALTH, ADDICTION RESEARCH FOUNDATION (ARF) conducts research and demonstration treatment, provides educational and consultative services, and publishes material in the field of alcohol and drugs. Information is available about various social

services for people concerned with psychoactive drugs including alcohol. The library of the Addiction Research Foundation has an extensive collection of research reports, books and audio-visual material and is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for alcoholics and drug abusers and addicts is available through the Clinical Institute (595-6021), an 80-bed research and teaching hospital affiliated with University of Toronto. Community consultation and treatment referral is available from ARF branches throughout Ontario.

HEALTH AMBULANCE SERVICES BR

416-965-8034

HEALTH, AMBULANCE SERVICES BR is responsible for licensing and inspection of ambulance services in Ontario. Dispenses funds to, and generally monitors, these services. Operates a training program for volunteer & part-time driver/attendants, and is responsible for central examination of graduates of the Ambulance & Emergency Care program in community colleges. Provides Ontario Health Insurance Plan approval and guidance regarding air transfers. Coordination of air ambulance transfers is handled through York South Ambulance Service. Operates the Ontario Ambulance Services Information System. The branch does not accept requests for emergency ambulance service. Six Regional Coordinators perform decentralized planning & coordinating functions. If emergency ambulance service is required, consult inside cover of local telephone book or dial 'O' for operator and ask for Zenith 90,000.

HEALTH AUDIT BR

416-965-4338

HEALTH, AUDIT BR is responsible for the ministry's audit function. For a description of the function, see first entry under Audit.

HEALTH CARE COMPUTER SYSTEMS

Health Care Computer Systems, see Health Systems Management & Coordination Br.

HEALTH CLINIC SERVICES BR

416-965-2301

HEALTH, CLINIC SERVICES BR Chest Disease Service provides diagnostic services for tuberculosis and other respiratory diseases and ambulatory treatment for tuberculosis through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

HEALTH COMMUNICATIONS BR

416-965-5167

HEALTH, COMMUNICATIONS BR provides information service, health education materials and health education programs for the Ministry of Health. For a description of activities, see first entry under Information Service.

HEALTH COMMUNITY HEALTH HOME CARE PROGRAM

416-965-2161

HEALTH, COMMUNITY HEALTH, HOME CARE PROGRAM provides health services at the local level to insured Ontario residents in their home upon recommendation of a doctor. Services include nursing, physiotherapy, occupational therapy, medical and social work, drugs and medical supplies, meals-on-wheels, and homemaking. Contact Queen's Park or local Board of Health.

HEALTH COMMUNITY HEALTH PROTECTION BR FOOD

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, FOOD CONTROL Services are the responsibility of the Veterinary Public Health Consultants. Deals with the safety of food in production, processing, distribution and service; food-borne illnesses; interpretation of regulations; interpretation of laboratory results. Provides consultation to local public health authorities to test milk products. Approves acceptable milk containers and issues certificates of approval needed to operate pasteurization plants. Provides information to consumers, the food trade and individuals wishing to enter a food business. See also other sections in Health Community Health Protection Br described separately.

HEALTH COMMUNITY HEALTH PROTECTION BR INSPECTION

416-965-4164

HEALTH, COMMUNITY HEALTH PROTECTION BR, INSPECTION Services provides consultants to municipalities to advise on local public health inspections for cleanliness in restaurants, food stores, residences, factories, etc. Contact local Public Health Unit serving municipality. See also other sections in Health Community Health Protection Br described separately.

HEALTH COMMUNITY HEALTH PROTECTION BR NOPHS

416-965-1170

HEALTH, COMMUNITY HEALTH PROTECTION BR, NOPHS (Northern Ontario Public Health Services) provides direct public health services to the unorganized territories in Northern Ontario which are not served by local health units. Also provides public health inspection service to industrial camps in these areas. Contact regional office. See also other sections in Health Community Health Protection Br described separately.

HEALTH COMMUNITY HEALTH PROTECTION BR PUBLIC

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, PUBLIC HEALTH Engineering Section collects and evaluates data on the analysis of drinking water and on the quality of the supply in recreational areas. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

HEALTH COMMUNITY HEALTH PROTECTION BR VD

416-965-4058

HEALTH, COMMUNITY HEALTH PROTECTION BR, VD (venereal disease) clinics for the diagnosis and treatment of VD are located throughout the province. Provides advice to physicians re management of VD cases and educates public on all aspects of venereal disease. Contact local Public Health unit. In Metro Toronto call any time Tel. 965-3333. Grants are available for VD clinics administered by hospitals or local Boards of Health. See also other sections in Health Community Health Protection Br described separately.

HEALTH COMMUNITY HEALTH PROTECTION BR VETERINARY

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses) such as rabies, salmonellosis, brucellosis, etc. Consultants advise Public Health Officers and physicians and project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

HEALTH COMMUNITY HEALTH PROTECTION COMMUNICABLE

416-965-4094

HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable disease by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

HEALTH COMMUNITY HEALTH SERVICES AREA PLANNING

416-965-8059

HEALTH, COMMUNITY HEALTH SERVICES AREA PLANNING COORDINATORS develop and promote District Health Councils which serve as local health planning bodies, coordinating and consolidating health services and planning new programs for their areas. Volunteers representing a cross-section of the Ontario population are nominated to the councils at the local level and recommended for appointment by the Minister of Health. The five Area Planning Coordinators act as prime Ministry contacts for health planning and coordination of Ministry plans and operations on an area basis.

HEALTH CONSULTING SERVICES BR

416-965-8045

HEALTH, CONSULTING SERVICES BR Consultants are experienced in their own fields of personal health care (i.e., health services provided by health practitioners to and for individuals who request them). Consultants provide the ministry with expertise and advice on the entire health care delivery system and increasingly in the area of health care planning. New objectives are to seek lower cost alternatives to present aspects of the system. Consultants represent general and specialty physicians, psychology, physiotherapy, occupational therapy, speech pathology and audiology, nursing and social work. They serve on Branch Committees and Planning Teams and on various Task Forces to help formulate Ministry policy. The Branch manages these programs: Adult Community Mental Health, Alcohol and Drug Abuse, Long Term Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) which attracts physicians to practise in rural and isolated communities.

HEALTH COUNCILS

Health Councils, see District Health Councils

HEALTH DATA DEVELOPMENT AND EVALUATION BR

416-965-8163

HEALTH, DATA DEVELOPMENT AND EVALUATION BR is responsible to all levels of the health care sector engaged in the planning and evaluation process for the identification,

interpretation and provision of health and socio-economic information in areas such as health care utilization, monitoring of health care payment systems, regional distribution of health care services, and health care statistics related to hospitals and other medical and health care institutions.

HEALTH DISCIPLINES ACT

Health Disciplines Act, see Health Health Boards Secretariat

HEALTH DRUGS & THERAPEUTICS BR

416-965-6685

HEALTH, DRUGS & THERAPEUTICS BR is responsible for quality assurance, cost control & program management of Ontario's Drug Benefit & PARCOST (Prescriptions At Reasonable Cost) programs. Publishes & distributes the Ont. Drug Benefit/PARCOST Comparative Drug Index, a prescribing guide for doctors & dispensing aid for pharmacists. Drugs listed are assessed for safety, quality & therapeutic efficacy by analytical testing & document evaluation. When prescribed by a doctor or a dentist, drugs in the Formulary are available free to Drug Benefit recipients. Pharmacists voluntarily participating in PARCOST agree to dispense drugs at no more than cost listed in Index plus dispensing fee. Advises the Ministry, gov't. agencies & institutions, professional groups, the pharmaceutical industry & public on pharmaceutics, pharmacology & therapeutics. Sets standards of quality & cost control for pharmaceutical services in nursing homes, Homes for the Aged, hospitals, gov't. institutions.

HEALTH ENROLMENT BRANCH

416-482-1111

HEALTH, ENROLMENT BRANCH enrolls all persons eligible for the Ontario Health Insurance Plan (OHIP); maintains records and answers all questions regarding enrolment and insured status. Immigrants receive health insurance coverage from date of application provided they apply within 90 days of landing in Ontario. Reviews eligibility for insured services. Administers program relating to : OHIP Premium assistance based on taxable income and OHIP premium assistance based on age. Senior citizens 65 years of age or over who have resided in Ontario for the 12 months preceding application are eligible. Also provides service to employers in administration of their insured groups. Contact district offices (in Toronto, 482-1111).

HEALTH FINANCE AND ACCOUNTING BR

416-965-5053

HEALTH, FINANCE AND ACCOUNTING BR provides financial information to management; establishes the Ministry's accounting policies and manages its payment systems. The latter encompass payments to hospitals and related facilities, payments for suppliers' goods and services, salaries, and payments under special programs such as Homes for Special Care and Extended Health Care programs (965-1505) as well as the Ontario Drug Benefit Program (965-9337). For a description of accounting function, see first entry under Accounting.

HEALTH FISCAL RESOURCES BR

416-965-5415

HEALTH, FISCAL RESOURCES BR coordinates preparation of the Ministry's multi-year plan, estimates and other financial reports; coordinates budgetary control and provides financial consulting services to assist Ministry program managers. Coordinates manage-

ment-by-results for ministry. Handles ministry's financial management (965-8025); e.g. approval of budgets, settlements, consideration of appeals and requests, cash flow arrangements and financial consulting services to program managers on health facilities for which they have responsibility. The health facilities include public and private hospitals, private psychiatric hospitals, nursing homes, home care programs and public health units.

HEALTH HEALTH BOARDS SECRETARIAT

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has two main functions: provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear any appeal from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and nursing.

HEALTH HEALTH PROMOTION BR DENTAL

416-965-5036

HEALTH, HEALTH PROMOTION BR DENTAL Consultants provide consultation to health agencies in Ontario on preventive dental care and dental health (Contact local Public Health agency). Provide grants to dentists in underserviced areas. Deal with all Ministry policy about dental care. See also other sections in Health Health Promotion Br described separately.

HEALTH HEALTH PROMOTION BR HEALTH EDUCATION

416-965-4334

HEALTH, HEALTH PROMOTION BR HEALTH EDUCATION Consultants provide information on programs in accident prevention, smoking and health, physical fitness. See also other sections in Health Health Promotion Br described separately.

HEALTH HEALTH PROMOTION BR MATERNAL & CHILD

416-965-8176

HEALTH, HEALTH PROMOTION BR MATERNAL & CHILD HEALTH Consultants promote community health programs related to prenatal and postnatal care and education, infant and preschool health, health of children at school, family life education and family planning. Contact Health Communications Br (965-5167) for information. See also other sections in Health Health Promotion Br described separately.

HEALTH HEALTH PROMOTION BR NUTRITION

416-965-5884

HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, food budgeting, meal planning, obesity control, dental and prenatal care and care for senior citizens. See also other sections in Health Health Promotion Br described separately.

HEALTH HEALTH PROMOTION BR PUBLIC HEALTH NURSING

416-965-4441

HEALTH, HEALTH PROMOTION BR PUBLIC HEALTH NURSING Consultants provide consultation to health agencies in all areas of public health nursing services. Provides

information on job opportunities and licensing to practise public health nursing. See also other sections in Health Health Promotion Br described separately.

HEALTH HEALTH PROMOTION BR THE ELDERLY

416-965-8177

HEALTH, HEALTH PROMOTION BR THE ELDERLY. Consultant for the elderly advises health agencies on preventive health care for the older adult or senior citizens in the community. See also other sections in Health Health Promotion Br described separately.

HEALTH HOMES FOR SPECIAL CARE PROGRAM

416-965-5081

HEALTH, HOMES FOR SPECIAL CARE PROGRAM, Psychiatric Hospitals Branch, licenses and inspects Homes for Special Care which provide nursing home and residential home care for former patients of Ontario psychiatric hospitals and centres for the mentally retarded. Contact local psychiatric hospital.

HEALTH HUMAN RESOURCES BR

416-965-5077

HEALTH, HUMAN RESOURCES BR performs the personnel functions for the Ministry of Health. For a description of branch activities, see first entry under Personnel. The Branch is also a resource to the general health sector in labour relations, compensation and management development.

HEALTH INSPECTION BR LABORATORY

416-965-4063

HEALTH, INSPECTION BR LABORATORY LICENSING Service issues licences to and inspects medical laboratories to ensure development and maintenance of high standards of medical laboratory services and to encourage most economical use of available resources. Private and hospital laboratories are inspected annually, or as necessary, and facts on all aspects of laboratory operation are gathered. Also issues licences to specimen collection centres (bleeding stations).

HEALTH INSPECTION BR NURSING HOME

416-965-5081

HEALTH, INSPECTION BR NURSING HOME INSPECTION Services licenses, inspects and investigates complaints about nursing homes. Inspection involves quality and quantity of nursing and personal care provided, adequacy of fire and general safety equipment, sanitation. Approves construction plans for new homes. Most nursing home residents are eligible for Extended Health Care (EHC) benefits under the Ontario Health Insurance Plan (OHIP). Under the EHC program, chronic care patients in hospitals and psychiatric hospitals are discharged to Homes for Special Care and nursing homes which can better meet their treatment needs while making more hospital beds available. OHIP partially covers cost of treatment. Application for EHC is made through a family doctor. For further information on EHC contact Health Communications Br, 965-5167. For nursing homes licensing, inspection and complaints, contact head office or regional offices (in Toronto, 965-4690). For approval for development of new beds contact Institutional Division, 965-8079.

HEALTH INSPECTION BR X-RAY

416-965-4061

HEALTH, INSPECTION BR X-RAY INSPECTION Service administers the regulation respecting X-Ray safety by registering owners of equipment designed to produce X-Rays used in the practice of medicine, approving plans for permanent locations and inspecting them. Provisions of the regulation apply only to the healing arts.

HEALTH INSTITUTIONAL OPERATIONS BR

416-965-8161

HEALTH, INSTITUTIONAL OPERATIONS BR develops and evaluates guidelines for the effective and efficient operation of hospitals and other health care institutions in order to equitably distribute finite amount of operating funds available for such institutions. Also provides consultative and advisory services when necessary.

HEALTH INSTITUTIONAL PLANNING BR

416-965-8015

HEALTH, INSTITUTIONAL PLANNING BR reviews and approves plans for construction and renovation of hospitals. Administers capital financial assistance of approved projects and conducts research on development of efficient and economical facilities. For information on hospital statistics, contact Health Data Development and Evaluation Branch Tel. 965-8163.

HEALTH INSURANCE

Health Insurance, see Ontario Health Insurance Plan

HEALTH INSURANCE CLAIMS BR

416-965-5700

HEALTH, INSURANCE CLAIMS BR processes insurance claims under the Ontario Health Insurance Plan (OHIP). Administers district offices which answer questions about enrolment in OHIP, premium payments, claims payments and Extended Health Care benefits. Appeals concerning Extended Health Care benefits in nursing homes are handled by the Medical Eligibility Committee (965-3294). Contact district offices (in Toronto, 482-1111).

HEALTH LABORATORY SERVICES BR

416-248-3196

HEALTH, LABORATORY SERVICES BR has laboratories throughout the province which perform tests to assist in diagnosis, prevention and treatment of disease. Serves doctors, hospitals, other ministries, and analyzes drinking water for the general public. For drinking water specimen mailing kits call local public health laboratory.

HEALTH LEGAL BR

416-965-2477

HEALTH, LEGAL BR provides legal services for the Ministry of Health. For a description of branch activities, see first entry under Legal Services.

HEALTH MANPOWER PLANNING

416-965-5021

HEALTH, MANPOWER PLANNING Section under the Office of the Deputy Minister, Community Health Services, assembles and provides information on supply and requirements for health manpower (physicians, nursing & allied health professionals, etc.) and

prepares policy studies for Ministry review. Advises Canada Employment & Immigration Commission on requests for immigration approvals for physicians. As of July 1, 1978, administers clinical education budgets for support of medical and allied health interns, residents and teachers in health science centres and hospitals funded by the Ministry. The section serves the Ministries of Health, Colleges & Universities, and the Ontario Council of Health.

HEALTH ONTARIO CANCER TREATMENT

416-423-4240

HEALTH, ONTARIO CANCER TREATMENT AND RESEARCH FOUNDATION conducts regional treatment centres where treatment of cancer by radiotherapy and chemotherapy is given to patients referred by their doctors. It is affiliated with and supports the Ontario Cancer Institute (incorporating the Princess Margaret Hospital in Toronto). Rehabilitation services are also provided for patients needing speech therapy or prosthetic devices. Grants are awarded for cancer research and medical graduates are encouraged to work on cancer treatment. Contact regional offices of the Ontario Cancer Treatment and Research Foundation.

HEALTH ONTARIO COUNCIL OF HEALTH

416-965-5031

HEALTH, ONTARIO COUNCIL OF HEALTH advises the Minister of Health on all health care matters. Studies questions affecting health services, research and manpower. Also makes recommendations about other studies not done by the Council.

HEALTH ONTARIO DRUG BENEFIT

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT, administered by the Drugs & Therapeutics Br, provides prescribed drugs free to senior citizens (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months & are Canadian citizens or landed immigrants; to recipients of Family Benefits (FBA), General Welfare (GWA) and vocational rehabilitation assistance, Homes for Special Care & Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to drug benefit. Federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms available at most pharmacies or write: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly cards. Drugs must be listed in the Drug Benefit Formulary (for quality & cost control), prescribed by a doctor or a dentist & obtained in Ontario.

HEALTH ONTARIO MENTAL HEALTH FOUNDATION

416-920-7721

HEALTH, ONTARIO MENTAL HEALTH FOUNDATION provides grants for mental health research. The Ontario Mental Health Foundation supports specific projects, also predoctoral and postdoctoral students and postgraduate independent research.

HEALTH PROFESSIONAL SERVICES MONITORING BR

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control

over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

HEALTH PROGRAM DEVELOPMENT BR

416-965-8070

HEALTH, PROGRAM DEVELOPMENT BR is a team of qualified individuals who examine and assess present personal health care systems, programs and services, and advise the ministry on this aspect. Personal health care services are those done to and for individuals who request or require health services provided by health practitioners. The branch will lead specialist teams that will develop and implement projects for innovation in this field. Project Development Officers specialize in areas as general, medical, psychological, allied health and field coordination. Project & Research Analysts undertake technical research.

HEALTH PSYCHIATRIC HOSPITALS BR

416-965-6234

HEALTH, PSYCHIATRIC HOSPITALS BR is responsible for administering Provincial Psychiatric Hospitals. Contact local psychiatric hospital.

HEALTH RESEARCH

Health Research, see Health Strategic Planning & Research Br and other entries under Provincial Lottery.

HEALTH STRATEGIC PLANNING & RESEARCH BR

416-965-5887

HEALTH, STRATEGIC PLANNING & RESEARCH BR provides health research grants for the following purposes: to support applied and developmental health research mainly based at Health Sciences Complexes, including hospitals (principal areas that qualify are operational, epidemiological and developmental research projects involving training or service, as well as acupuncture research); to support innovations in the organization and delivery of health service including the evaluation of health care; and to attract individuals to priority health training programs. Also provides bursaries for post graduate studies in health related areas as approved by specific consultants in Consulting Services Br. Recognized health & research development organizations in Ontario may apply for the Provincial Lottery grants for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

HEALTH SUPPLY AND SERVICES BR

416-965-5051

HEALTH, SUPPLY AND SERVICES BR provides the Ministry with administrative services (see first entry under Administrative Services for description of functions). In addition, the Branch is responsible for the government pharmacy and medical stores (248-3084), microrecording service including health insurance microfilms (965-8242), the Ministry Library (965-7881), support services such as motor vehicle liability insurance, accident claims reports, motor vehicle licences, parking licences.

HEALTH SYSTEMS MANAGEMENT & COORDINATION BR

416-965-8019

HEALTH, SYSTEMS MANAGEMENT & COORDINATION BR advises the Ministry and related agencies on all aspects of automatic data processing services; assists in acquiring related services of central agencies in government or procuring management consulting and systems development services elsewhere. Provides keypunching and data control services for the Ministry. Identifies opportunities for systems improvement, and coordinates the definition, development and implementation of an Information System considering security and confidentiality safeguards. Organizes and sets standards for a health data base. Develops policy and control of computer applications in hospitals. Has coordinators for particular health care computer systems e.g. hospital systems, public health, medical insurance, drug benefit, etc.

HEARING AIDS

Hearing Aids, see Comm Soc Provincial Benefits Br

HEATING CONTRACTORS

Heating Contractors licence, see CCR Energy Safety Br

HERBICIDES

Herbicides, see Pesticides.

HERITAGE

Heritage, see also Historical

416-965-4030

CULT & REC, ARCHIVES OF ONTARIO acquires significant unpublished documents to preserve Ontario's historical **heritage** and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies through statutory control, important non-current records, and from other sources through donation or purchase, any important historical manuscripts, maps, pictures, photographs, early newspapers. Maintains a conservation laboratory for document restoration of archives' holdings. Operates a public reading room for those doing historical, administrative, legal or other research. Welcomes information on the location of historical material. Also advises and assists ministries and agencies on economic and efficient records management, forms control, microrecording, correspondence, reports. Coordinates Records Management training courses (965-2187).

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres (965-8433), sports facilities, arts facilities such as concert and exhibition halls, theatres, museums, **heritage** conservation projects, facilities for libraries and multicultural centres. Contact regional offices or main office.

416-965-7635

CULT & REC, HERITAGE ADMIN BR, ARCHITECTURAL Conservation Section provides technical support for Ontario **Heritage** Foundation grants or loans to encourage architectural conservation or preservation of buildings of historical and/or architectural significance. Helpful advice on preservation is offered to organizations and individuals,

including assistance with the establishment of local architectural conservation advisory committees and programs. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Historical for other activities of the branch.

416-965-4021

CULT & REC, HERITAGE ADMIN BR, HISTORICAL Section provides technical support for the Ontario Heritage Foundation in preserving **heritage** buildings and in erecting commemorative plaques to subjects of province-wide importance. Gives grants to local **heritage** groups and to assist with erection of local plaques. Administers the Ontario Heritage Foundation grants program aiding historical publications (e.g. local histories). See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Architectural for other activities of this branch.

416-965-4021

CULT & REC, **HERITAGE** ADMIN BR, MUSEUMS Assistance Program gives advisory and financial help to museums owned and maintained by municipalities, Indian Band Councils and conservation authorities and to other non-profit museums. See also Cult & Rec: Heritage Admin Br Architectural and Heritage Admin Br Historical for other activities of the branch.

416-965-5727

CULT & REC, HERITAGE TRUST BR develops the arrangements and agreements leading to the acquisition by the Ontario **Heritage** Foundation through donation or purchase, of buildings of historical or architectural value, parkland of scenic, recreational or archaeological interest, items of archaeological importance, conservation easements on such property and works of art. Following acquisition, arrangements are made for architectural conservation or restoration where necessary, as well as for custody, use or display.

416-965-4490

CULT & REC, HISTORICAL PLANNING AND RESEARCH BR provides research and information on historical and archaeological resources necessary in the planning and development of Ontario government programs, e.g. environmental assessments involving **heritage** landscapes. Provides the Ontario Heritage Foundation with professional archaeological assistance (e.g. granting program). Answers inquiries about archaeological licences. Contact Regional Archaelogists (South Central Region, Toronto 965-8258).

416-965-9504

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing archaeological licences and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical or architectural significance. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, **heritage** properties, parkland, works of art and historical artifacts.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital sports, recreation, fitness, arts, **heritage,** libraries, multicultural and citizenship projects and

other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

HIGHWAY CARRIER LICENSING

Highway Carrier Licensing, see Tr & Comm Highway Carrier Licensing Section.

HIGHWAY TRANSPORT

Highway Transport, see Tr & Comm Ont Highway Transport Board

HIGHWAYS

705-472-4500

NORAFFAIRS, ONTARIO NORTHLAND TRANSPORTATION Commission (ONTC) in North Bay supervises transportation services in Northern Ontario such as air services (norOntair), **highways** services, railway services (including the Polar Bear Express and the Northlander), marine services (including ferry services to Manitoulin and cruises on Lake Nipissing) and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

416-965-5444

SOL GEN, OPP, TRAFFIC INVESTIGATION BR enforces vehicle traffic laws. Investigates complaints about all aspects of traffic and analyzes collisions of vehicles to determine how to make **highways** safer.

416-248-3661

TR & COMM, DESIGN & CONSTRUCTION BR develops policy to administer provincial roads and **highways** construction program. Reviews, updates and develops new design and construction policies, procedures, specifications, standards and technology for use by regional designer and regional construction; monitors and analyzes their application. Provides technical construction expertise to regional offices. Supplies ministry projects with special engineering design services, detailed design of electrical facilities and drainage and hydrology studies. Reviews contract documents, prepares them for advertising; processes contract awards and monitors contract payments. Monitors regions to ensure that policies and procedures for administering construction contracts are met.

416-248-3611

TR & COMM, ENGINEERING CLAIMS OFFICE assesses claims for additional costs submitted by contractors awarded ministry engineering contracts including all phases of **highways** construction and maintenance, construction of bridges and tunnels and associated work.

416-248-3987

TR & COMM, ENGINEERING MATERIALS OFFICE, Materials & Laboratory Services Section (248-3684) provides laboratory testing, technical evaluation and approval services related to soils, aggregates, asphalt, concrete, metals, and chemicals used in construction and maintenance of **highways** and structures. Quality Assurance Section (248-3688) provides specialized engineering service regarding use and performance of cement and asphalt concrete, and granular materials. Soil Mechanics Section (248-3282) carries out and records foundation investigations for structures. Pavement Design and Management Section (248-

3255) provides pavement design guidelines and assesses the field performance of aggregates used in pavements and structures.

416-248-3401

TR & COMM, ESTIMATING OFFICE provides senior Ministry Officials with a fair contract price for **highways** construction and other related works. Can provide an economic analysis of **highways** construction costs and bidding trends.

416-248-3665

TR & COMM, MAINTENANCE BR develops and implements standards, policies and procedures for maintenance of roads and **highways,** including landscape, zone striping, erection and maintenance of highway signs, and electrical devices on highway rights-of-way. Monitors maintenance operations to ensure compliance with standards. Prepares and controls annual maintenance budget, including day labour construction. Prepares landscape design. Prepares policy and administers permits for signs and buildings on highway rights-of-way. Permit issuance is done by regional or district office. See Tr & Comm Operations, Regional Operations. Manages fleet of vehicles and equipment for the Ministry, and guides and trains garage personnel on fleet maintenance and management.

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways, for the purchase of capital assets and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transportation services (248-3785). Develops planning policies for provincial **highways** system and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airport systems and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities and is involved in public participation programs of ministry projects (248-3931).

416-248-3617

TR & COMM, OFFICE OF LEGAL SERVICES provides legal services for the ministry. See first entry under Legal Services for description of functions. Insurance & Claims (248-3127) handles insurance claims against the Crown for injuries and property damage arising from accidents on provincial **highways** or involving government vehicles, as well as claims by the Crown for damage to highway property or government vehicles excluding OPP vehicles.

416-965-1845

TR & COMM, ONT HIGHWAY TRANSPORT BOARD, an administrative tribunal, serves the people of Ontario by certifying to the Minister of Transportation & Communications the public necessity and convenience of transportation services on **highways,** resulting in the issuance of licences (e.g. Public Vehicles & Public Commercial Vehicles) for the carriage of goods and/or passengers for compensation.

416-248-3238

TR & COMM, OPERATIONS, REGIONAL OPERATIONS, through five Regional and 18 District offices in Ontario operates the Provincial Roads System by performing design, maintenance and construction activities. Administers subsidy programs to municipalities and

regional governments for their roads maintenance and construction programs. Controls **highways** rights-of-way by purchasing property, issuing building permits, entrance permits and permits for the erection of advertising signs. Contact regional or district office.

416-248-3551

TR & COMM, PRIORITY DEVELOPMENT BR assesses provincial road requirements and develops roads and **highways** construction program to meet these requirements.

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and **highways** in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & COMM regional or district offices.

416-248-3492

TR & COMM, STRUCTURAL OFFICE, Highway Engineering Div designs bridges and retaining walls on **highways** and prepares plans and contract documents for their construction. Reviews proposed designs of municipal bridges and culverts and inspects them to determine safe loads, maintenance needs and structure life. Recommends enactment of municipal load limit bylaws. Generates and maintains structural standards, structural manuals and handbooks and design aids.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Acoustics Research Program studies noise from **highways** and other transportation components to: reduce excessive noise, understand its effects and develop standards for control. Develops noise barriers; studies noise of pavement surfaces and traffic, and assesses impact of trains.

416-248-7141

TR & COMM, SYSTEMS RESEARCH DEVELOPMENT BR, through the Highway Wayside Equipment Research Program develops traffic barriers to protect maintenance personnel on **highways** from hazard of impacting vehicles. Develops illumination design systems, guide rails and barriers. Monitors highway lighting performance and develops means of saving energy in city street lighting.

416-248-7191

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics, i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and **highways** and effect of energy future. Economic Unit creates economic models and performs

economic analysis for use in problem solving, i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for **highways** lighting design, implication of energy future, etc.

HISTORIC SITES

416-965-2336

CULT & REC, CONSERVATION REVIEW BOARD holds hearings arising out of owners' objection to municipal designation of property as historically or architecturally significant. The Board reports its opinion to the municipal council. Hearings are also held where Minister proposes to refuse issuance of archaeological licence, or designates archaeological or **historic sites.**

705-526-7838

CULT & REC, HURONIA HISTORICAL PARKS. The Ministry operates & maintains **historic sites** at Midland, Sainte Marie among the Hurons and at Penetanguishene, the Historic Naval & Military Establishments. Ste-Marie, once a 17th century French Jesuit mission, has been reconstructed on its original site. The Naval & Military Establishments is a restored & reconstructed 19th century British naval base & military garrison. Both are open to the public mid-May to Labour Day; Ste Marie is open until the Canadian Thanksgiving. The historical attractions are operated to promote an appreciation of the native Indian, French & British heritage of the Huronia. Costumed staff demonstrate skills & crafts of the eras. A resource library, open to the public by appointment, provides information on sites planning & programming. Contact Huronia Historical Parks, P.O. Box 160, Midland, Ont. L4R 4K8 (705-526-7838).

807-577-8461

CULT & REC, OLD FORT WILLIAM, one of the **historic sites** operated by the ministry, is a reconstruction of the original Fort William as it was in the period 1803-1821. The original Fort was the inland headquarters of the North West Company and the focal point of the Company's operations and vast explorations. Each summer it was the temporary home of 2,000 or more voyageurs, clerks, natives and North West Company partners who assembled there for the Great Rendezvous. Today, the visitor is invited to 'venture into the past' to experience life as it was in this colourful era. Old Fort William is a living historical community and, as such, it offers the visitor a wide range of experiences. Open to the public May-October. Contact Old Fort William, Vickers Heights P.O., Thunder Bay, Ontario P0T 2Z9, telephone 807-577-8461.

416-356-2241

NAT RES, NIAGARA PARKS COMMISSION in Niagara Falls, Ontario operates a 56 kilometre system of parks along the Niagara River including recreation areas, scenic attractions, **historic sites.** The Niagara Parks Commission also runs a Horticultural School.

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION, Morrisburg, Ontario operates and maintains parks, campgrounds and **historic sites,** from the Ontario-Quebec border to 30 miles west of Kingston on Highway 33. **Historic sites** are Old Fort Henry at Kingston and Upper Canada Village east of Morrisburg. Other facilities include a Wildfowl Sanctuary, an 18 hole golf course, a railroad museum, nature trails and Pioneer and Loyalist memorials. Winter recreation facilities include cross-country skiing, snowmobiling, tobogganing, snowshoeing.

A maple sugar bush, skating and horse drawn sleigh rides operate at Upper Canada Village. A marina and riding stable are operated as concessions on Commission lands.

HISTORICAL

Historical, see also Heritage

416-965-4030

CULT & REC, ARCHIVES OF ONTARIO acquires significant unpublished documents to preserve Ontario's **historical** heritage and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies through statutory control, important non-current records, and from other sources through donation or purchase, any important **historical** manuscripts, maps, pictures, photographs, early newspapers. Maintains a conservation laboratory for document restoration of archives' holdings. Operates a public reading room for those doing **historical,** administrative, legal or other research. Welcomes information on the location of **historical** material. Also advises and assists ministries and agencies on economic and efficient records management, forms control, microrecording, correspondence, reports. Coordinates Records Management training courses (965-2187).

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CULT & REC, HERITAGE ADMIN BR, ARCHITECTURAL Conservation Section provides technical support for Ontario Heritage Foundation grants or loans to encourage architectural conservation or preservation of buildings of **historical** and/or architectural significance. Helpful advice on preservation is offered to organizations and individuals, including assistance with the establishment of local architectural conservation advisory committees and programs. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Historical for other activities of the branch.

416-965-4021

CULT & REC, HERITAGE ADMIN BR, HISTORICAL Section provides technical support for the Ontario Heritage Foundation in preserving heritage buildings and in erecting commemorative plaques to subjects of province-wide importance. Gives grants to local heritage groups and to assist with erection of local plaques. Administers the Ontario Heritage Foundation grants program aiding **historical** publications (e.g. local histories). See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Architectural for other activities of this branch.

416-965-5727

CULT & REC, HERITAGE TRUST BR develops the arrangements and agreements leading to the acquisition by the Ontario Heritage Foundation through donation or purchase, of buildings of **historical** or architectural value, parkland of scenic, recreational or archaeological interest, items of archaeological importance, conservation easements on such property and works of art. Following acquisition, arrangements are made for architectural conservation or restoration where necessary, as well as for custody, use or display.

416-965-4490

CULT & REC, HISTORICAL PLANNING AND RESEARCH BR provides research and information on **historical** and archaeological resources necessary in the planning and development of Ontario government programs, e.g. environmental assessments involving heritage landscapes. Provides the Ontario Heritage Foundation with professional archaeo-

logical assistance (e.g. granting program). Answers inquiries about archaeological licences. Contact Regional Archaelogists (South Central Region, Toronto 965-8258).

705-526-7838

CULT & REC, HURONIA HISTORICAL PARKS. The Ministry operates & maintains historic sites at Midland, Sainte Marie among the Hurons and at Penetanguishene, the Historic Naval & Military Establishments. Ste-Marie, once a 17th century French Jesuit mission, has been reconstructed on its original site. The Naval & Military Establishments is a restored & reconstructed 19th century British naval base & military garrison. Both are open to the public mid-May to Labour Day; Ste Marie is open until the Canadian Thanksgiving. The **historical** attractions are operated to promote an appreciation of the native Indian, French & British heritage of the Huronia. Costumed staff demonstrate skills & crafts of the eras. A resource library, open to the public by appointment, provides information on sites planning & programming. Contact Huronia Historical Parks, P.O. Box 160, Midland, Ont. L4R 4K8 (705-526-7838).

416-965-6621

CULT & REC, MULTICULTURAL DEVELOPMENT BR develops and supports programs aimed at improving intergroup and race relations which may include: learning about and appreciating different ethnocultural groups in Ontario; encouraging information sharing through intercultural workshops; assisting the development within institutions of a sensitivity to cultural differences in overcoming barriers to service delivery; assisting ethnocultural groups to improve their organizational and leadership skills to enable them to fully participate in Ontario society. Consultative services, publications, films, tapes and intercultural development grants are available. Contact field offices or the main office. The branch assists in the multicultural history project (965-0212) sponsored by the ministry & funded by Wintario. Project will collect, catalogue & preserve **historical** material on Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

807-577-8461

CULT & REC, OLD FORT WILLIAM, one of the historic sites operated by the ministry, is a reconstruction of the original Fort William as it was in the period 1803-1821. The original Fort was the inland headquarters of the North West Company and the focal point of the Company's operations and vast explorations. Each summer it was the temporary home of 2,000 or more voyageurs, clerks, natives and North West Company partners who assembled there for the Great Rendezvous. Today, the visitor is invited to 'venture into the past' to experience life as it was in this colourful era. Old Fort William is a living **historical** community and, as such, it offers the visitor a wide range of experiences. Open to the public May-October. Contact Old Fort William, Vickers Heights P.O., Thunder Bay, Ontario P0T 2Z9, telephone 807-577-8461.

416-965-9504

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing archaeological licences and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Provides grants or loans for architectural conservation to encourage renovation of buildings of **historical** or architectural significance. Erects **historical** plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and **historical** artifacts.

416-487-6142

CULT & REC, ONTARIO HISTORICAL STUDIES SERIES Project produces comprehensive, scholarly and readable books on the **historical** development of Ontario. The series is divided into six parts: Bibliography of Ontario History; Biographies of major Premiers; **Historical** Atlas; Theme studies on aspects of Ontario's economic, social, political and cultural development; General history; and Oral history featuring interviews with people who have played a key role in Ontario's development. The series receives financial support from the Ministry of Culture and Recreation.

HOISTING PLANTS

416-965-4188

CCR, OPERATING ENGINEERS BR promotes safety in the operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and **hoisting plants.** Certification is based upon the potential operational hazard of the compressor or crane.

HOLIDAYS

Holidays, see Labour Employment Standards Br, also Sol Gen Retail Business Holidays Act.

HOME CARE PROGRAM

416-965-2161

HEALTH, COMMUNITY HEALTH, **HOME CARE PROGRAM** provides health services at the local level to insured Ontario residents in their home upon recommendation of a doctor. Services include nursing, physiotherapy, occupational therapy, medical and social work, drugs and medical supplies, meals-on-wheels, and homemaking. Contact Queen's Park or local Board of Health.

HOME ECONOMICS

AG & FOOD, COLLEGES OF AGRICULTURE offer courses in farm management, agricultural production, agricultural laboratory technology, **home economics** or food service supervision, food and fashion, animal health, equine technology, agricultural business management. They also conduct agricultural research for the ministry. For further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

416-965-1421

AG & FOOD HOME ECONOMICS BR helps people in the rural areas, primarily women, to develop an appreciation of ideals and standards for successful home and family living; gives training in **home economics** and stimulates women to become local leaders.

HOME OWNERSHIP MADE EASY

416-965-9838

HOUSING, LAND MARKETING & SURVEYS BR, AHOP-HOME. Ontario's **Home Ownership Made Easy** (HOME) plan is now part of a joint federal-provincial program. Provincial grants (of up to $750 in the first year) may be given to purchasers of Assisted Home Ownership Program (AHOP) qualified units if the purchasers have taken maximum

AHOP assistance and are still spending more than 30% of their income on mortgage and municipal tax payments. Provincial assistance is only available on new houses for which builders had received Central Mortgage & Housing Corporation (CMHC) qualification for AHOP-HOME prior to May 1, 1978. Administration of AHOP-HOME is handled by CMHC (federal) whose Toronto Regional Office is at 781-2451. Other areas contact local CMHC office.

416-965-9728

HOUSING, TECHNICAL SERVICES DIV coordinates architectural, engineering and appraisal services to the ministry's Housing Production Division. Its Research & Development Section (965-9108) carries out special studies on building materials in use, energy conservation measures, etc. The Complaints Section (965-9866) looks after complaints from buyers of **Home Ownership Made Easy** (HOME) houses. There are complaints offices in Malvern, Ottawa, and Hamilton. The Chief Architect's and Chief Engineer's branch functions are described individually in this index. See Housing, Technical Services Div, branch name.

HOME RENEWAL

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (A). This branch administers programs designed to upgrade existing housing and to help generate programs that will improve the total environment of these homes. The Ontario **Home Renewal** Program (OHRP) provides per-capita grants to municipalities to administer directly as loans to owner-occupants whose adjusted annual family income is under $12,500. In unorganized territories OHRP is administered through Northern Affairs' Community Service Offices. See also Housing Community Renewal Br (B).

HOME WARRANTIES

416-922-3005

CCR, HUDAC NEW HOME WARRANTY PROGRAM. The Ontario New **Home Warranties** Plan Act which came into effect Dec. 31, 1976, requires registration of all builders of new homes including condominiums and mobile homes with the Housing & Urban Development Ass'n. of Canada (HUDAC) New Home Warranty Program, a non-profit corporation. The self-financing program provides a warranty that new and previously unoccupied homes sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from buyers of new homes, condominiums and mobile homes. Both builders and buyers can appeal Corporation decisions with the Commercial Registration Appeal Tribunal.

HOMEMAKERS

Homemakers, see Comm Soc Municipal Welfare Consulting Br.

HOMES FOR SPECIAL CARE

416-965-5081

HEALTH, HOMES FOR SPECIAL CARE PROGRAM, Psychiatric Hospitals Branch, licenses and inspects **Homes for Special Care** which provide nursing home and residential

home care for former patients of Ontario psychiatric hospitals and centres for the mentally retarded. Contact local psychiatric hospital.

416-965-5081

HEALTH, INSPECTION BR NURSING HOME INSPECTION Services licenses, inspects and investigates complaints about nursing homes. Inspection involves quality and quantity of nursing and personal care provided, adequacy of fire and general safety equipment, sanitation. Approves construction plans for new homes. Most nursing home residents are eligible for Extended Health Care (EHC) benefits under the Ontario Health Insurance Plan (OHIP). Under the EHC program, chronic care patients in hospitals and psychiatric hospitals are discharged to **Homes for Special Care** and nursing homes which can better meet their treatment needs while making more hospital beds available. OHIP partially covers cost of treatment. Application for EHC is made through a family doctor. For further information on EHC contact Health Communications Br, 965-5167. For nursing homes licensing, inspection and complaints, contact head office or regional offices (in Toronto, 965-4690). For approval for development of new beds contact Institutional Division, 965-8079.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT, administered by the Drugs & Therapeutics Br, provides prescribed drugs free to senior citizens (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months & are Canadian citizens or landed immigrants; to recipients of Family Benefits (FBA), General Welfare (GWA) and vocational rehabilitation assistance, **Homes for Special Care** & Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to drug benefit. Federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms available at most pharmacies or write: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly cards. Drugs must be listed in the Drug Benefit Formulary (for quality & cost control), prescribed by a doctor or a dentist & obtained in Ontario.

HOMES FOR THE AGED

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private charitable organizations, develops policy on and subsidizes **Homes For The Aged,** residential care, extended care, foster or satellite homes and social services for senior citizens. Subsidy is in the form of capital and operating grants. Assists in community outreach programs and alternatives to institutional care projects, e.g. meals-on-wheels, day care, vacation care. Other programs include: capital and operating grants for Elderly Persons Centres and senior volunteers. Cooperates with other ministries and groups in retirement planning. Conducts Long-Term Study on Aging (965-5103). Provides grants for research on aging and related facilities including the J. W. Crane Memorial Library of Geriatrics and Gerontology (367-8867). Contact district office.

HOMICIDES

416-965-1554

SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of deaths in unusual circumstances and in unveiling concealed **homicides** through autopsies and biological

and other techniques of forensic science. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and investigations of sudden deaths.

HONEY

Honey, see Farm Products

HORSE

Horse, see also Livestock

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts concerning these veterinary requirements: vaccination of cattle to control brucellosis, licences for livestock community sales and those involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle, sheep and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Inspects and issues licences to riding **horse** establishments, dog pounds and suppliers of laboratory animals. Licenses those other than pharmacists & veterinarians who sell livestock medicine. Requires registration of facilities that use animals for research.

416-963-0520

CCR, ONTARIO RACING COMMISSION (ORC) promotes the proper management of **horse** racing and the orderly behaviour and integrity of participants. Issues licences to participants and encourages the improvement of the quality of horses that race. Contact judges and stewards at race tracks or the head office of the Ontario Racing Commission.

HORTICULTURAL

416-965-1091

AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives grants to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives grants to **horticultural** societies and plowing matches. The branch is the headquarters of the Ontario Plowmen's Association which sponsors the International Plowing Match and Farm Machinery Show.

416-562-4141

AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO conducts **horticultural** research to increase production and develop new varieties of fruit, vegetables and wine. It also aids growers of ornamental plants, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and nurseries.

416-965-1081

AG & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and **horticultural** crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household and urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses on horticulture and botany, design with plant material, to credit courses at universities. The RBG also offers the public extensive **horticultural** information on ornamental, native and poisonous plants, edible and poisonous mushrooms, and information on ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

416-965-6741

GOVT SERV, PROPERTY MANAGEMENT BR provides operation and maintenance services to Government-owned and leased premises including repairs, housekeeping, **horticultural** services, moving and bulk parking allocation, elevator maintenance. Ensures safety in government buildings and on construction sites; coordinates displays by various ministries in exhibitions at the London, Ottawa and Thunder Bay government buildings; coordinates tenders and administers catering contracts for cafeterias and vending machines in government and court house offices. It is also responsible for the reservation and use of committee rooms in the Macdonald Block (Phone: 965-1109).

416-356-2241

NAT RES, NIAGARA PARKS COMMISSION in Niagara Falls, Ontario operates a 56 kilometre system of parks along the Niagara River including recreation areas, scenic attractions, historic sites. The Niagara Parks Commission also runs a **Horticultural** School.

HOSPITALITY FUND

416-965-1215

GOVT SERV, PROTOCOL SERVICES Protocol Section answers inquiries from other branches, agencies and the public about protocol procedures and social etiquette. Arranges official Ontario ceremonies, conferences and special events. A government **hospitality fund** provides resources to host hospitality functions (e.g. luncheons, dinners, receptions) where the government officially welcomes visitors from outside Ontario who attend national or international events. Request for assistance should be in writing to: The Minister of Government Services, Queen's Park, Toronto. See also Govt Serv Protocol Services Recording Office, also Scrolls Section.

HOSPITALS

416-965-8163

HEALTH, DATA DEVELOPMENT AND EVALUATION BR is responsible to all levels of the health care sector engaged in the planning and evaluation process for the identification, interpretation and provision of health and socio-economic information in areas such as health care utilization, monitoring of health care payment systems, regional distribution of health care services, and health care statistics related to **hospitals** and other medical and health care institutions.

416-965-8161

HEALTH, INSTITUTIONAL OPERATIONS BR develops and evaluates guidelines for the effective and efficient operation of **hospitals** and other health care institutions in order to

equitably distribute finite amount of operating funds available for such institutions. Also provides consultative and advisory services when necessary.

416-965-8015

HEALTH, INSTITUTIONAL PLANNING BR reviews and approves plans for construction and renovation of **hospitals.** Administers capital financial assistance of approved projects and conducts research on development of efficient and economical facilities. For information on hospital statistics, contact Health Data Development and Evaluation Branch Tel. 965-8163.

416-965-6234

HEALTH, PSYCHIATRIC HOSPITALS BR is responsible for administering Provincial Psychiatric **Hospitals.** Contact local psychiatric hospital.

416-965-8019

HEALTH, SYSTEMS MANAGEMENT & COORDINATION BR advises the Ministry and related agencies on all aspects of automatic data processing services; assists in acquiring related services of central agencies in government or procuring management consulting and systems development services elsewhere. Provides keypunching and data control services for the Ministry. Identifies opportunities for systems improvement, and coordinates the definition, development and implementation of an Information System considering security and confidentiality safeguards. Organizes and sets standards for a health data base. Develops policy and control of computer applications in **hospitals.** Has coordinators for particular health care computer systems e.g. hospital systems, public health, medical insurance, drug benefit, etc.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in **hospitals;** Colleges Collective Bargaining Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

416-965-5669

LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION approves persons as chairmen of Arbitration Boards and as single arbitrators, dealing with rights disputes between employers and employees with collective agreements only, and with interest disputes in **hospitals** under the Hospital Labour Disputes Arbitration Act. Performs administrative functions for arbitration boards, e.g. sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

HOUSEKEEPING

Housekeeping Services in Government Offices, see Govt Serv Property Management Br

HOUSING

Housing, Ministry of, see HOUSING Branch Name. See also HUDAC New Home Warranty Program.

HOUSING AUDIT OPERATIONS BR

416-965-9898

HOUSING, AUDIT OPERATIONS BR is responsible for the ministry's audit function. For a description of the function see first entry under Audit.

HOUSING AUTHORITIES

Housing Authorities, see Housing OHC Housing Operations Br (Ontario), also Housing OHC Operational Planning Br

HOUSING COMMUNICATIONS BR

416-965-9780

HOUSING, COMMUNICATIONS BR serves as the information service for the Ministry of Housing, including such components as Ontario Housing Corporation (OHC), Ontario Mortgage Corporation (OMC) and the North Pickering Development Corporation. For a description of activities see first entry under Information Service.

HOUSING COMMUNITY HOUSING DIVISION (A)

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (A). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides for construction of Family and Senior Citizen Units where requested by municipalities in accordance with need. Rural & Native Housing Program provides mortgage geared-to-income housing mostly to native peoples in rural and remote areas. Community Sponsored Housing Program encourages community groups and municipalities to form non-profit housing corporations (cooperatives) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

HOUSING COMMUNITY HOUSING DIVISION (B)

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (B). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). Under the Rent Supplement Program private landlord offers up to 25% of units to house tenants selected from Ontario Housing Corporation (OHC) waiting lists. Tenant pays rent-geared-to-income, OHC pays subsidy to landlord. Under the Private Assisted Rental Program, private landlord designs, constructs, owns and operates the project. Landlord makes available for a minimum of 15 years up to 100% of the units for rental to applicants from OHC waiting lists. Tenant pays rent-geared-to-income. Applicants in Metro Toronto contact Housing Registry, 965-

9915. Elsewhere contact local OHC office or Housing Authority. See also Housing, Community Housing Division (A) for information on other programs.

HOUSING COMMUNITY LAND DEVELOPMENT BR

416-965-0250

HOUSING, COMMUNITY LAND DEVELOPMENT BR develops and services land for the Ministry. Provides development services for municipalities on a fee basis when requested. Administers the Municipal Land Development Program which provides information and assistance to municipalities in assembly and servicing of land. The branch is also responsible for monitoring the interim management of land owned by Ontario Housing Corporation which is undertaken by the Ministry of Government Services.

HOUSING COMMUNITY PLANNING ADVISORY BR

416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which provides financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants. Municipalities are responsible for designating sites for mobile homes by passing zoning bylaws under the Planning Act.

HOUSING COMMUNITY RENEWAL BR (A)

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (A). This branch administers programs designed to upgrade existing housing and to help generate programs that will improve the total environment of these homes. The Ontario Home Renewal Program (OHRP) provides per-capita grants to municipalities to administer directly as loans to owner-occupants whose adjusted annual family income is under $12,500. In unorganized territories OHRP is administered through Northern Affairs' Community Service Offices. See also Housing Community Renewal Br (B).

HOUSING COMMUNITY RENEWAL BR (B)

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (B). This branch administers programs designed to improve downtown or business districts. Section 361 of the Municipal Act permits concerned businessmen to establish improvement areas and raise funds to improve and beautify municipally owned lands, buildings and structures in the area. The Ontario Downtown Revitalization Program helps municipalities with a maximum population of 125,000 to receive public investment for 'seeding' projects to restore confidence in a community's core area. Subject to availability funds are provided by the province in the form of partially recoverable loans up to a maximum two-thirds of the approved cost of the project. See also Housing, Community Renewal Br (A).

HOUSING CORPORATE SECRETARY

416-965-9798

HOUSING, CORPORATE SECRETARY'S Office provides corporate secretarial services to Boards of Directors of all Crown Agencies of the Ministry (Ontario Housing Corporation, Ontario Student Housing Corporation, Ontario Mortgage Corporation and North Pickering Development Corporation). Receives resolutions from municipalities requesting participation in various housing and related programs of the Ministry.

HOUSING FINANCE BR

416-965-9762

HOUSING, FINANCE BR supplies the ministry with financial management services. For a description of activities see first entry under Accounting.

HOUSING LAND MARKETING & SURVEYS BR AHOP-HOME

416-965-9838

HOUSING, LAND MARKETING & SURVEYS BR, AHOP-HOME. Ontario's Home Ownership Made Easy (HOME) plan is now part of a joint federal-provincial program. Provincial grants (of up to $750 in the first year) may be given to purchasers of Assisted Home Ownership Program (AHOP) qualified units if the purchasers have taken maximum AHOP assistance and are still spending more than 30% of their income on mortgage and municipal tax payments. Provincial assistance is only available on new houses for which builders had received Central Mortgage & Housing Corporation (CMHC) qualification for AHOP-HOME prior to May 1, 1978. Administration of AHOP-HOME is handled by CMHC (federal) whose Toronto Regional Office is at 781-2451. Other areas contact local CMHC office.

HOUSING LAND MARKETING & SURVEYS BR LAND

416-965-9819

HOUSING, LAND MARKETING & SURVEYS BR, Land Marketing Program. Land developed by the Ministry (or through federal-provincial partnerships) will be sold to builders for cash. Whenever possible 'no frill' modest housing will be constructed and sold by builders who will be required to arrange their own financing through private lending institutions.

HOUSING LAND MARKETING & SURVEYS BR MARKETING

416-965-9834

HOUSING, LAND MARKETING & SURVEYS BR, Marketing Surveys. The branch carries out Municipal Housing Studies (MHS) for municipalities under 10,000 in population that wish to use the Ministry's services. A MHS, combining the old Need and Demand Survey (NDS) and Municipal Housing Policy Statement, (MHPS) is a study of the total housing market of a municipality and is a prerequisite for all Provincial Assisted Housing Programs.

HOUSING LEGAL SERVICES BR

416-965-9849

HOUSING, LEGAL SERVICES BR provides legal services for all branches of the Ministry of Housing including the Ontario Housing Corporation and the Ontario Mortgage Corporation. For a description of activities see first entry under Legal Services.

HOUSING LOCAL PLANNING POLICY BR

416-965-5890

HOUSING, LOCAL PLANNING POLICY BR researches, develops policy, and recommends community planning standards to apply at the local government level (municipalities), consistent with provincial objectives. Local planning activities include urban subdivision design, land use planning related to aircraft noise, official plan social service policies, noise control through planning, public participation.

HOUSING MANAGEMENT PLANNING & EVALUATION BR

416-965-9788

HOUSING, MANAGEMENT PLANNING & EVALUATION BR, part of the Policy & Program Development Secretariat, ensures that the ministry has a comprehensive planning and evaluation system so that its resources are efficiently utilized. Coordinates development of multi-year plan, estimates and management-by-results statements. Maintains and analyzes information to accurately reflect present and future environment for the development of appropriate programs. Surveys & Statistical Analysis Section (965-7025) furnishes background data for policy development. Administers the municipal housing policy program which provides grants and technical analysis to municipalities for local housing policy statements.

HOUSING MANAGEMENT SYSTEMS BR

416-965-9905

HOUSING, MANAGEMENT SYSTEMS BR provides management consulting, systems development and data processing services to the Ministry and its agencies. This includes records management, forms design and control, manuals management. In the process works closely with other ministries and agencies of the provincial government.

HOUSING NIAGARA ESCARPMENT DEVELOPMENT CONTROL

416-681-1555

HOUSING, NIAGARA ESCARPMENT DEVELOPMENT CONTROL Hearing Office in Burlington conducts hearings on appeals from decisions made by the Niagara Escarpment Commission.

HOUSING NORTH PICKERING

416-965-9168

HOUSING, NORTH PICKERING DEVELOPMENT CORPORATION is the Crown agency responsible for community planning and development of the new community at North Pickering.

HOUSING NORTH PICKERING LAND ACQUISITION

416-294-9176

HOUSING, NORTH PICKERING LAND ACQUISITION and Management Br is responsible for acquiring and managing the Government-owned land within the North Pickering planning area on an interim basis pending future development and serves former property owners in North Pickering as well as tenants leasing Government-owned property.

HOUSING OFFICIAL PLANS BR

416-965-6418

HOUSING, OFFICIAL PLANS BR processes and recommends for approval by the Minister of Housing all official plans and offical plan amendments submitted by municipalities. Answers inquiries from municipalities and the public on land use planning matters.

HOUSING OHC COMMUNITY RELATIONS

416-965-9724

HOUSING, OHC, COMMUNITY RELATIONS SECTION of the Operational Planning Branch acts as a resource to community relations workers in the field to assist with social problems as well as recreation for families and senior citizens in Ontario Housing Corporation (OHC) accommodation. Also works to help residents integrate into the community.

HOUSING OHC HOUSING OPERATIONS BR

416-965-9733

HOUSING, OHC, HOUSING OPERATIONS BR (Ontario) provides direction to 53 Housing Authorities and 7 Direct Management Operations in all matters relating to Ontario Housing Corporation's (OHC's) rent-geared-to-income program. Low income housing, as the program has come to be known, is available in all major cities and most towns throughout Ontario. Tenant applications and complaints are made to the local housing manager. See also Housing Operations Branch (Metro), Tel. 965-9434.

HOUSING OHC HOUSING OPERATIONS BR (METRO)

416-965-9434

HOUSING, OHC, HOUSING OPERATIONS BR (METRO) provides direction to Metro Toronto district offices in all matters relating to Ontario Housing Corporation's (OHC's) rent-geared-to-income program. Tenant applications are made to Housing Registry (965-9915). Complaints should first be directed to on-site project manager. Tenant Inquiry Board (789-7901) operates a 24 hour maintenance service for after-hour maintenance problems.

HOUSING OHC MAINTENANCE ENGINEERING

416-965-9098

HOUSING, OHC, MAINTENANCE ENGINEERING Br is responsible for the design and construction for modernization and improvement, and to advise on maintenance matters for Ontario Housing Corporation (OHC) rent-geared-to-income buildings.

HOUSING OHC OPERATIONAL PLANNING BR

416-965-9810

HOUSING, OHC, OPERATIONAL PLANNING BR performs policy development and program evaluation with respect to public housing management, including community relations and tenant placement. Also administers appointments to local Housing Authorities and coordinates preparation and revision of management and training manuals and handbooks. See also Housing OHC Community Relations Section.

HOUSING OHC TENANT PLACEMENT

416-965-9868

HOUSING, OHC TENANT PLACEMENT accepts and processes applications for rent-geared-to-income housing within Metropolitan Toronto. Tenant applications accepted in person or by mail addressed to Housing Registry, Ontario Housing Corporation, 101 Bloor

St. W., Toronto (965-9915). Applicants must have 12 months continuous residency within Metro Toronto in the past 5 years. Rent-geared-to-income program provides accommodation for families but will consider senior citizens and persons with permanent physical disability. Housing is offered to families in greatest need when vacancies occur.

HOUSING ONTARIO HOUSING ACTION PROGRAM

416-965-6418

HOUSING, ONTARIO HOUSING ACTION PROGRAM (OHAP) which was established to expedite production and stabilize costs of new housing especially for lower and moderate income families, ended on March 31, 1978. Ongoing work under existing OHAP agreements will be coordinated by the Development Control Section, Operations & Development Br of the Plans Administration Division.

HOUSING ONTARIO MORTGAGE CORPORATION

416-965-9135

HOUSING, ONTARIO MORTGAGE CORPORATION provides mortgage financing to builders for construction of new housing under the Ministry's programs. Interest rates are below market rates on new housing. Low to middle income buyers who meet government criteria assume mortgages when purchasing their homes.

HOUSING OPERATIONS & DEVELOPMENT CONTROL BR

416-965-6418

HOUSING, OPERATIONS & DEVELOPMENT CONTROL BR administers Minister's zoning order, validation, part-lot control and road closing applications. Comments to the Ontario Municipal Board on municipal zoning bylaws. Administers land severance applications for Northern Ontario. Processes appeals to the Niagara Escarpment Development Control Regulations. Coordinates the delegation of Minister's powers to local jurisdictions. Provides technical information, administrative support and statistical monitoring for the Plans Administration Div.

HOUSING PERSONNEL BR

416-965-9401

HOUSING, PERSONNEL BR performs the personnel functions for the Ministry of Housing. Ontario Housing Corporation (OHC) Housing Operations Br (Metro) performs its own personnel functions (965-9831). For a description of functions see first entry under Personnel.

HOUSING POLICY AND PROGRAM DEVELOPMENT

416-965-0163

HOUSING, POLICY AND PROGRAM DEVELOPMENT SECRETARIAT provides the ministry with policy development by evaluating and designing alternatives to present policies and programs and formulating new approaches so the Ministry pursues goals more effectively. Provides intergovernmental liaison to make Ministry aware of and respond to changing housing policy and program issues at all levels of government (965-7867). See also Housing, Management Planning & Evaluation Br, part of the Secretariat listed separately in this Index for other functions.

HOUSING PROJECT EVALUATION BR

416-965-6504

HOUSING, PROJECT EVALUATION BR coordinates technical, municipal and public review and evaluation of the Ministry's land development projects. Present projects include Townsend in Haldimand-Norfolk, Malvern in Metro Toronto, Saltfleet near Hamilton and various development and redevelopment proposals.

HOUSING PROJECT PLANNING BR

416-965-1637

HOUSING, PROJECT PLANNING BR provides comprehensive planning services to the Ministry on land development and other specific planning projects, based upon thorough physical, social, economic, environmental and engineering analysis. Present projects include Townsend in Haldimand-Norfolk, Malvern in Metro Toronto and Saltfleet near Hamilton, in addition to preparation of detailed urban designs for other development and redevelopment proposals. The branch ensures that the interests of other ministries and levels of government and the public are taken into account as they relate to these projects. A Planning Group in the branch provides planning information on these projects to housing production agencies, Members of Provincial Parliament, government agencies and the public.

HOUSING REGISTRY

Housing Registry, see Housing OHC Tenant Placement Br.

HOUSING SUBDIVISIONS BR

416-965-6418

HOUSING, SUBDIVISIONS BR implements Ministry program designed to provide adequate housing within a sound planning framework. The province is responsible for approving plans of subdivisions and condominiums across Ontario (except where approval power has been delegated to a regional municipality). The branch ensures that these decisions conform to local, provincial and federal policies.

HOUSING SUPPLY & SERVICES BR

416-965-9713

HOUSING, SUPPLY & SERVICES BR supplies the Ministry of Housing, Ontario Housing Corporation, Ontario Mortgage Corporation and North Pickering Development Corporation with administrative services, including purchasing (965-9749). For a description of functions see first entry under Administrative Services.

HOUSING TECHNICAL SERVICES DIV

416-965-9728

HOUSING, TECHNICAL SERVICES DIV coordinates architectural, engineering and appraisal services to the ministry's Housing Production Division. Its Research & Development Section (965-9108) carries out special studies on building materials in use, energy conservation measures, etc. The Complaints Section (965-9866) looks after complaints from buyers of Home Ownership Made Easy (HOME) houses. There are complaints offices in Malvern, Ottawa, and Hamilton. The Chief Architect's and Chief Engineer's branch functions are described individually in this index. See Housing, Technical Services Div, branch name.

HOUSING TECHNICAL SERVICES DIV ARCHITECT'S BR

416-965-9929

HOUSING, TECHNICAL SERVICES DIV, ARCHITECT'S BR. The Chief Architect's Br provides architectural design, administrative and consultation services to the Ontario Housing Corporation housing production branches, the Ministry of Housing and Ontario Mortgage Corporation on all housing programs.

HOUSING TECHNICAL SERVICES DIV ENGINEER'S

416-965-9616

HOUSING, TECHNICAL SERVICES DIV, ENGINEER's BR. The Chief Engineer's Br ensures that all Ontario Housing Corporation (OHC) projects constructed under the Assisted Rental Housing programs comply with building code and OHC requirements. Ensures that site grading and site servicing of subdivisions developed under the Land Sales program comply with municipal subdivision requirements. This involves engineering reviews of drawings and field supervision.

HUDAC NEW HOME WARRANTY PROGRAM

416-922-3005

CCR, **HUDAC NEW HOME WARRANTY PROGRAM.** The Ontario New Home Warranties Plan Act which came into effect Dec. 31, 1976, requires registration of all builders of new homes including condominiums and mobile homes with the Housing & Urban Development Ass'n. of Canada (HUDAC) New Home Warranty Program, a non-profit corporation. The self-financing program provides a warranty that new and previously unoccupied homes sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from buyers of new homes, condominiums and mobile homes. Both builders and buyers can appeal Corporation decisions with the Commercial Registration Appeal Tribunal.

HUMAN RIGHTS

416-965-6841

ONTARIO HUMAN RIGHTS COMMISSION administers the Ontario **Human Rights** Code to achieve equal treatment for all people in the areas of employment, housing, public accommodation, services and facilities such as hotels and restaurants, and related advertising, regardless of race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin. Investigates and conciliates complaints of discrimination. Promotes public education to eliminate prejudice and provides publications on **human rights.** Undertakes resolution of community problems involving race and ethnic relations when tensions threaten to erupt into violence. The Commission reports to the Legislature through the Minister of Labour. Contact regional offices.

HUMAN TISSUE GIFT ACT

Human Tissue Gift Act, see Sol Gen Chief Coroner's Office.

HUNTER DAMAGE COMPENSATION

416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and improvement programs, and grants for Ontario producers.

Maintains laboratories where milk samples are tested for butterfat content and a laboratory where feed samples are analyzed. This branch is responsible for acts affecting livestock producers, e.g. the **Hunter Damage Compensation** Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. The Artificial Insemination of Livestock Act requires licences for persons acting as artificial inseminators or conducting an inseminating or a semen producing business. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario.

HUNTING

Hunting, see also Hunter Damage Compensation.

416-965-2761

NAT RES, FINANCIAL SERVICES BR, besides the financial management and accounting functions as outlined in the first entry under Accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure **hunting** licence contact 965-2814 or regional or district offices.

416-965-2745

NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl **hunting** areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general information on parks contact 965-3081 and for park vacancy reports during the summer months call 967-0427 8:00 a.m. to midnight. Also contact district offices.

416-965-4251

NAT RES, WILDLIFE BR manages Ontario's wildlife resources: manages habitat; reviews and recommends management practices and policy; recommends and enforces related (e.g. **hunting)** laws and regulations; manages big game, upland game, waterfowl and endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas for wildlife-oriented recreation. Reviews land use planning and resources development in Northern Ontario to ensure that wildlife interests are considered. Conducts research on wildlife management, diseases and behavior (Maple, 832-2761). Fur Section (965-3345) regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

HURONIA

705-526-7838

CULT & REC, HURONIA HISTORICAL PARKS. The Ministry operates & maintains historic sites at Midland, Sainte Marie among the Hurons and at Penetanguishene, the Historic Naval & Military Establishments. Ste-Marie, once a 17th century French Jesuit mission, has been reconstructed on its original site. The Naval & Military Establishments is a restored & reconstructed 19th century British naval base & military garrison. Both are open

to the public mid-May to Labour Day; Ste Marie is open until the Canadian Thanksgiving. The historical attractions are operated to promote an appreciation of the native Indian, French & British heritage of the **Huronia.** Costumed staff demonstrate skills & crafts of the eras. A resource library, open to the public by appointment, provides information on sites planning & programming. Contact Huronia Historical Parks, P.O. Box 160, Midland, Ont. L4R 4K8 (705-526-7838).

HYDRAULIC

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other **hydraulic** structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

HYDRO

Hydro, see Ontario Hydro

HYDROLOGY

416-965-2105

ENV, WATER RESOURCES BR **HYDROLOGY** & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and **hydrology** studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

416-248-3661

TR & COMM, DESIGN & CONSTRUCTION BR develops policy to administer provincial roads and highways construction program. Reviews, updates and develops new design and construction policies, procedures, specifications, standards and technology for use by regional designer and regional construction; monitors and analyzes their application. Provides technical construction expertise to regional offices. Supplies ministry projects with special engineering design services, detailed design of electrical facilities and drainage and **hydrology** studies. Reviews contract documents, prepares them for advertising; processes contract awards and monitors contract payments. Monitors regions to ensure that policies and procedures for administering construction contracts are met.

ICE HUTS

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to municipalities for sewage and water works, and for the collection of derelict motor vehicles. Deals with regulations and standards for pollution control relating to septic tanks, derelict motor vehicles, litter, pop bottles, waste disposal sites, sewage sludge (especially in the Great Lakes), boating and **ice huts.** Also deals with the provision of safe drinking water. Contact regional office.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marinas, boating, **ice huts,** wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

IMA

IMA (Involvement In Municipal Administration), see TE & IA Subsidies Branch

IMMIGRANTS

416-965-1192

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of **immigrants.** The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and assistance in gaining access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist **immigrants** upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

416-965-2891

CULT & REC, TRANSLATION BUREAU provides translation services for government ministries and special purpose bodies on a charge-back basis. Also provides a free service for landed **immigrants** who need official documents translated into English in order to find work or pursue their training in Ontario.

416-965-2624

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of certificates to elementary and secondary school teachers (965-2600), evaluation of teaching qualifi-

cations (965-6126), evaluation of foreign educational documents of landed **immigrants** for employment or study at the elementary and secondary school levels (965-1356), admission of teachers to Ministry summer courses (965-4487), secondary school diplomas and scholarships (965-7291), secondary school bursaries (965-2236), transcripts of student records (965-7291), transcripts of training courses for teachers (965-2600), and inspection of private schools (965-6802). The Branch also provides coordination, research and evaluation of management information gathered from school boards, schools, teachers and students (965-6802). Compiles, analyzes and disseminates statistics relating to all aspects of education (965-2660).

416-965-2301

HEALTH, CLINIC SERVICES BR Chest Disease Service provides diagnostic services for tuberculosis and other respiratory diseases and ambulatory treatment for tuberculosis through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective **immigrants** with chest problems.

416-482-1111

HEALTH, ENROLMENT BRANCH enrolls all persons eligible for the Ontario Health Insurance Plan (OHIP); maintains records and answers all questions regarding enrolment and insured status. **Immigrants** receive health insurance coverage from date of application provided they apply within 90 days of landing in Ontario. Reviews eligibility for insured services. Administers program relating to : OHIP Premium assistance based on taxable income and OHIP premium assistance based on age. Senior citizens 65 years of age or over who have resided in Ontario for the 12 months preceding application are eligible. Also provides service to employers in administration of their insured groups. Contact district offices (in Toronto, 482-1111).

IMMUNIZATION

416-965-4094

HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable disease by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for **immunization** and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

INCENTIVE GRANTS

Incentive Grants, see Grants

INCORPORATION

416-963-0387

CCR, COMPANIES SERVICES BR processes articles of **incorporation,** articles of amendment of business corporations, and applications for **incorporation** of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-963-0543

CCR, COMPANIES SERVICES BR CORPORATION INFORMATION section deals with corporations in their filing of notices of change, by-laws, special resolutions, cancellation of charters (letters patent, certificates of **incorporation)** and extra-provincial licences. Also deals with arrears statements re notices of change, default notices and revival of corporations.

416-963-0389

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status and registration of corporation securities such as mortgages, bonds, debentures (963-0390). Can provide copies of documents (e.g. articles of **incorporation,** annual returns) of limited companies in Ontario.

416-963-0373

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: **incorporation** of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by corporations, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-963-0515

CCR, COOPERATIVE SERVICES BR administers the legislation affecting cooperatives. Also gives advice and information to co-ops or individuals on their **incorporation.**

416-963-0515

CCR, CREDIT UNIONS BR supervises, requires licences and sets minimum standards for credit unions and caisses populaires. These standards govern the **incorporation,** management audit and dissolution of credit unions.

IND & TOUR ADVERTISING SERVICES SECTION

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic or multicultural and non-urban communities through weekly newspapers, ethnic publications, radio and television.

IND & TOUR COMMUNICATIONS DIV

416-965-5466

IND & TOUR, COMMUNICATIONS DIV has two major functions: a planning function for developing communications plans for each ministry division plus advertising services, and a delivery function through Communications Services Branch providing the ministry with information service including photography, audio-visual, publications, releases, speeches, media liaison and other services (see first entry under Information Service). Operates a library of still and motion pictures to lend to groups interested in tourism. Catalogues of films available.

IND & TOUR CONSULTATIVE SERVICES BR COUNSELLING

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING provides counselling services to those starting a small business, to inventors and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in metrication. Advises companies individually on their marketing and financial problems and business planning, and assists small companies that do not have traffic managers to determine the most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling assistance and through an energy management counselling program. For business counselling contact Queen's Park: 965-0410 (manufacturing programs), 965-5494 (marketing and financial programs) or regional offices (in Metro Toronto, 491-7680).

IND & TOUR CONSULTATIVE SERVICES BR GRANTS

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, GRANTS provides financial assistance to small business for projects which use new technology to develop new or improved products or processes through the Ontario Program for the Advancement of Industrial Technology (OPAIT). Stimulates greater awareness of industrial design and improved product design in small secondary manufacturing industries through the Product Design & Development Program (PDDP). Assists companies with low productivity and encourages feasibility studies for secondary manufacturing industries through the Program to Enhance Productivity (PEP). Aids inventors or entrepreneurs to develop a prototype and to determine feasibility of manufacturing the product through the Program to Encourage Product & Process Innovation (PEPPI). The Business Improvement Area Program (BIA) encourages business associates and municipal authorities to improve downtown core areas. Contact Queen's Park: 965-0410 (manufacturing programs), 965-5494 (marketing and financial programs) or regional offices (in Metro Toronto, 491-7680).

IND & TOUR DEVELOPMENT CORPORATIONS

416-965-4622

IND & TOUR, DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by providing: financial assistance through incentive and term loans and bank guarantees; sites, facilities and services in two industrial parks; technical, business and financial information and advice. Tourism operations, secondary manufacturing industries and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and technology, financing exports, purchasing and installing pollution control and energy conservation equipment. Contact corporation regional office.

IND & TOUR FINANCE & SYSTEMS BR

416-965-4303

IND & TOUR, FINANCE & SYSTEMS BR Estimates and Financial Reports Section coordinates multi-year plan and other related submissions. Develops internal financial information systems. Accounts Section (965-5296) is responsible for ministry's accounting services. For description of functions see first entry under Accounting. Systems Development Section (965-1873) develops and programs computer based applications for the ministry.

IND & TOUR INDUSTRY & TRADE ANALYSIS BR

416-965-7119

IND & TOUR, INDUSTRY & TRADE ANALYSIS BR Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international trade and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request.

IND & TOUR INDUSTRY & TRADE DEVELOPMENT

IND & TOUR, INDUSTRY & TRADE DEVELOPMENT, responsible for the ministry's international operations, is decentralized into three areas: NORTH AMERICA BR (965-1015), EUROPE BR (965-5715), SPECIAL AREAS BR (965-5288). Assists business and the manufacturing industry in developing trade leads and sales outlets. Investigates marketing problems; screens potential licensees or joint ventures partners; assists in capital projects abroad. Organizes trade, technology and business opportunity missions, international trade fairs. Counsels foreign companies seeking manufacturing investment opportunities in Ontario. North America Br has offices in New York, Chicago, Los Angeles. Europe Br covers all European countries with offices in Brussels, Frankfurt, London, Milan, Paris & Stockholm. Special Areas Br deals with remaining areas and has offices in Tokyo. This branch also assists architects, engineers, heavy equipment manufacturers in obtaining international capital projects.

IND & TOUR INDUSTRY BR INDUSTRIAL DEV

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturing industry, associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage the film industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

IND & TOUR INDUSTRY BR INDUSTRIAL SERVICES

416-965-7299

IND & TOUR, INDUSTRY BR, Industrial Services Section provides a consultative service, Industrial Development Training Courses and publications to inform and assist municipalities on development of industrial parks, industrial land use planning, and provincial and federal industrial development programs. Also provides plant location services to assist industry with expansion plans or new location requirements. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Product-Manufacturing Dev.

IND & TOUR INDUSTRY BR PRODUCT-MANUFACTURING DEV

416-965-5491

IND & TOUR, INDUSTRY BR, Product-Manufacturing Development Section assists the manufacturing industry to expand and diversify production by identifying opportunities through licensing arrangements, joint ventures, mergers and acquisitions, contracts and inventions, Product Prospecting Missions, Manufacturing Opportunity Days (MOD), Shows and Bulletins. Contact Queen's Park or Regional Offices. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Industrial Services.

IND & TOUR INDUSTRY SECTOR POLICY BR

416-965-5711

IND & TOUR, INDUSTRY SECTOR POLICY BR develops policy proposals for governmental consideration relating to the problems, needs and opportunities of industry on a sector basis. Develops analyses on a sector basis for the information of government officials and the business community. Provides Ontario comment to the federal Foreign Investment Review Agency (FIRA) and General Agreement on Tariffs and Trade (GATT) by the world's trading nations. Tourism Policy & Research Section (965-5725) develops and maintains a data base and related information service for the tourism sector and provides tourism research to support and direct ministry activities, e.g. the Interministerial Tourism & Recreation Planning Study.

IND & TOUR MANAGEMENT SERVICES BR

416-965-4566

IND & TOUR, MANAGEMENT SERVICES BR provides the ministry with administrative services. See first entry under Administrative Services for a description of this function. Also provides the ministry with foreign language services (965-1587). Operates a library (965-3365) that has information on international trade, technology, tourism, small business, industry and related subjects. Permits access to its facilities for research purposes.

IND & TOUR METRIC & STANDARDS SECRETARIAT

416-965-6513

IND & TOUR, METRIC & STANDARDS SECRETARIAT provides information and coordination services to Ontario government ministries and agencies in their metrication and standards activities. Provides central resource file on all aspects of metrication. Provides Ontario Government position on metric conversion and standards in interprovincial and federal-provincial committees. Provides secretarial resources for interministerial metric conversion committees and task forces.

IND & TOUR ONTARIO PLACE CORPORATION

416-965-7711

IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto including exhibition pavilions, band shell, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, shows films for conventions and other groups of residents or tourists. Open daily May 20 to Sept. 4 (weekends only Sept. 9 to Oct. 9). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

IND & TOUR ONTARIO RESEARCH FOUNDATION

416-822-4111

IND & TOUR, ONTARIO RESEARCH FOUNDATION in Sheridan Park, Mississauga, Ontario L5K 1B3 provides Canadian industry, consultants and government with a broad range of research and development and technological services through non-profit, contract research. All work undertaken for clients is confidential. Multi-disciplinary, independent laboratory facilities of Ontario Research Foundation are used by over 1000 companies each year for projects ranging from short-term feasibility studies through product and process development to long-range scientific and engineering investigation.

IND & TOUR OPERATIONAL REVIEW BR

416-965-4510

IND TOUR, OPERATIONAL REVIEW BR is responsible for the ministry's audit function. For a description of the function, see the first entry under audit. In addition, the branch is responsible for operational reviews of the Ministry's world-wide programs carried out through its offices abroad. These reviews evaluate effectiveness of these programs and provide vital input to Ministry decisions.

IND & TOUR PERSONNEL BR

416-965-4259

IND & TOUR, PERSONNEL BR performs personnel functions for the Ministry of Industry and Tourism. For a description of functions see first entry under Personnel.

IND & TOUR SMALL BUSINESS OPERATIONS DIV

416-965-3405

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries for grants and counselling programs. The Selective Placement Section provides professional and skilled manpower counselling and in cooperation with Canada Employment & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

IND & TOUR STRATEGIC PLANNING BR

416-965-4011

IND & TOUR, STRATEGIC PLANNING BR assists offices of the Minister, Deputy Minister and Ministry Planning Committee. Provides: strategic planning for development of industry, trade and tourism in Ontario; program evaluation procedures and ministry management-by-results reporting format. Coordinates special projects and research into issues that the ministry may be involved with in the future.

IND & TOUR TOURISM DEVELOPMENT BR

416-965-4255

IND & TOUR, TOURISM DEVELOPMENT BR is responsible for the development and upgrading of Ontario's tourism industry by: providing technical advice relating to planning,

design, operation and management of tourist facilities; providing information related to the funding by the Ontario Development Corporations (ODC's) to new and existing tourist facilities; evaluating and recommending tourism project proposals from the public for possible funding by the ODC's; providing consultative assistance and analysis of tourism development projects which may require public support in whole or in part (965-7846); discharging the Ministry's responsibilities regarding tourism planning in Ontario; involvement in special projects which improve the quality of the province's tourism plant.

IND & TOUR TOURISM MARKETING BR

416-965-5764

IND & TOUR, TOURISM MARKETING BR promotes tourism, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, exhibitions, attractions, facilities and tours. Provides up-to-date ski and road reports, campgrounds vacancy information and fall colour reports. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program and advertises Ontario to the consumer travel trade and conventions markets (965-9991).

IND & TOUR TOURISM OPERATIONS BR

416-965-3475

IND & TOUR, TOURISM OPERATIONS BR advises tourism establishment owners and prospective entrepreneurs, municipal officials, chambers of commerce, local tourism groups and regional travel associations on planning, development and marketing of tourist facilities, attractions and events. Operates travel information centres with year-round travel counsellors at major border crossing points, and 30 summer travel centres located at secondary border crossings and along Highway 401. Issues licences to tourism establishments and takes complaints about them. Assists with the implementation of Ontario Travel Association Program (OTAP). Reference materials, publications, and statistics available. Contact Regional Office.

INDIAN BAND COUNCILS

Indian Band Councils, see also Native Peoples.

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices on day care such as provision of financial assistance to municipalities, approved corporations and **Indian Band Councils** for the establishment of day nurseries; licensing and supervision of such; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.). Maintains provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding care and pre-school education of children. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For questions re. financial assistance contact 965-2521. Contact district office.

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs administered by municipalities, **Indian Band Councils** and Comm Soc District Offices. At the discretion of municipalities

supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care or prescribed drugs, prosthetics, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-4021

CULT & REC, HERITAGE ADMIN BR, MUSEUMS Assistance Program gives advisory and financial help to museums owned and maintained by municipalities, **Indian Band Councils** and conservation authorities and to other non-profit museums. See also Cult & Rec: Heritage Admin Br Architectural and Heritage Admin Br Historical for other activities of the branch.

416-965-5003

CULT & REC, INDIAN COMMUNITY SECRETARIAT assists Ontario native peoples in both on-reserve and off-reserve communities in gaining full access to existing services of ministries and in the development of self-determination and community leadership and initiative. Provides liaison between native groups and various levels of government. Where provincial funding channels do not exist, the Secretariat may consider projects from **Indian Band Councils** or incorporated bodies on a one-term last-resort basis. Contact field office or main office.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and **Indian Band Councils** for capital and non-capital sports, recreation, fitness, arts, heritage, libraries, multicultural and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-6046

NAT RES, OFFICE OF INDIAN LAND CLAIMS researches and responds to specific Indian land claims and problems. Keeps the Ministry aware of the possible extent of future land claims. Develops Ministry positions and prepares recommendations to Cabinet. Does research in consultation with other ministries, the Federal Government, **Indian Band Councils** and native peoples associations. On the direction of Cabinet, negotiates the settlement of valid land claims with the Indian people involved.

416-965-4308

SOL GEN, OPP, INDIAN & MUNICIPAL POLICING SERVICES BR is responsible for Indian reserve policing in the Province of Ontario. Programs include the appointments of special constables at the request of **Indian Band Councils** to police their particular reserves. The OPP administers the training, salary and equipment of the special constables through the provisions of the federal-provincial cost-sharing agreement. Municipal policing involves the drawing up of contracts with municipalities which have opted for policing by OPP rather than maintain their own force, and other related matters. Also provides flying patrols in the

northwestern & eastern portions of the province. Police aircraft visit isolated Indian communities on a regular basis.

INDIANS

Indians, see Indian Band Councils, also Native Peoples

INDUSTRIAL CAMPS

416-965-1170

HEALTH, COMMUNITY HEALTH PROTECTION BR, NOPHS (Northern Ontario Public Health Services) provides direct public health services to the unorganized territories in Northern Ontario which are not served by local health units. Also provides public health inspection service to **industrial camps** in these areas. Contact regional office. See also other sections in Health Community Health Protection Br described separately.

INDUSTRIAL PARKS

416-965-4622

IND & TOUR, DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by providing: financial assistance through incentive and term loans and bank guarantees; sites, facilities and services in two **industrial parks;** technical, business and financial information and advice. Tourism operations, secondary manufacturing industries and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and technology, financing exports, purchasing and installing pollution control and energy conservation equipment. Contact corporation regional office.

416-965-7299

IND & TOUR, INDUSTRY BR, Industrial Services Section provides a consultative service, Industrial Development Training Courses and publications to inform and assist municipalities on development of **industrial parks,** industrial land use planning, and provincial and federal industrial development programs. Also provides plant location services to assist industry with expansion plans or new location requirements. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Product-Manufacturing Dev.

416-965-6616

TE & IA, ONTARIO LAND CORPORATION (OLC) provides financing for land assemblies for new towns and **industrial parks.** Provides financing through Ontario Development Corporation for municipal **industrial parks.** Holds title to and manages land assemblies until assignment to permanent use.

INDUSTRIAL SAFETY

Industrial Safety, see Occupational Health

INDUSTRIAL TRAINING

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's **industrial training** (manpower training) programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact local **Industrial Training** Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Employment Centre. OCAP Administration Office in Queen's Park is at 965-0668.

416-965-0693

COLL UNIV, INDUSTRIAL TRAINING COUNCIL is a group of citizens appointed to advise the Minister of Colleges & Universities on provision and delivery of **industrial training** programs for job related skills. Acts as contact with public to consider and make recommendations on all post-secondary skill training programs and proposals outside colleges and universities.

416-965-5375

COLL UNIV, PROGRAM RESOURCES BR develops training standards and outlines, coordinates curricula, evaluates colleges (institutional training) and **industrial training** programs, and manages program approval procedure for all community colleges.

INDUSTRY

Industry, see also Business, Corporations, Industrial Training.

416-965-3980

ENV, ENVIRONMENTAL APPROVALS BR is the central area where persons and organizations seek ministry approval for activities affecting the environment. Reviews and approves applications required under the Environmental Protection Act (e.g. waste disposal sites), Ontario Water Resources Act and the Environmental Assessment Act. To apply for permits under these Acts contact ministry's regional or district offices. The branch ensures that environmental safeguards are incorporated into land-use planning policies and programs. Evaluates at planning stage certain activities by government ministries, utilities, government-funded projects and related activities in the private sector, which will have a significant environmental impact. Develops guidelines for waste disposal systems by **industry,** municipalities and the public.

416-248-3739

ENV, POLLUTION CONTROL BR DEVELOPMENT & RESEARCH GROUP includes: a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a Water Technology Section. The group provides: liaison with academic and research groups, dissemination of technical information and findings, technical assistance to the Planning Sections, applied research studies on pollution. Also provides technical support for the application of new technology to the public through regional offices and directly to municipalities and **industry.** Provides grants for health related environmental projects from Provincial Lottery funds; write to Pollution Control Br., Development & Research Group, Min. of the Environment, 135 St. Clair Ave. W., Toronto, M4V 1P5.

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by **industry.** Responsibility is carried out by these Units: Petroleum & Chemical, Mining & Metallurgy, Food & Forest. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes and industrial waste treatment and control with respect to water, air and solids. Coordinates project to take inventory and recommend rehabilitation of derelict mining land throughout Ontario.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by **industry** and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marinas, boating, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

416-248-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology Unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from **industry,** pesticides and other contaminants or hazardous agents on fish and other aquatic organisms (e.g. mercury levels). Contact regional office.

416-965-4622

IND & TOUR, DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario **industry** by providing: financial assistance through incentive and term loans and bank guarantees; sites, facilities and services in two industrial parks; technical, business and financial information and advice. Tourism operations, secondary manufacturing industries and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and technology, financing exports, purchasing and installing pollution control and energy conservation equipment. Contact corporation regional office.

416-965-7119

IND & TOUR, INDUSTRY & TRADE ANALYSIS BR Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international trade and domestic market data to assist expansion and diversification of Ontario manufacturing **industry.** Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request.

IND & TOUR, INDUSTRY & TRADE DEVELOPMENT, responsible for the ministry's international operations, is decentralized into three areas: NORTH AMERICA BR (965-1015), EUROPE BR (965-5715), SPECIAL AREAS BR (965-5288). Assists business and the manufacturing **industry** in developing trade leads and sales outlets. Investigates marketing problems; screens potential licensees or joint ventures partners; assists in capital projects abroad. Organizes trade, technology and business opportunity missions, international trade fairs. Counsels foreign companies seeking manufacturing investment opportunities in Ontario. North America Br has offices in New York, Chicago, Los Angeles. Europe Br covers all European countries with offices in Brussels, Frankfurt, London, Milan, Paris & Stockholm. Special Areas Br deals with remaining areas and has offices in Tokyo. This branch also assists architects, engineers, heavy equipment manufacturers in obtaining international capital projects.

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturing **industry,** associations and research institutions; providing a consultative service on technology to **industry** on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage the film industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

416-965-7299

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416-965-5491

IND & TOUR, INDUSTRY BR, Product-Manufacturing Development Section assists the manufacturing **industry** to expand and diversify production by identifying opportunities through licensing arrangements, joint ventures, mergers and acquisitions, contracts and inventions, Product Prospecting Missions, Manufacturing Opportunity Days (MOD), Shows and Bulletins. Contact Queen's Park or Regional Offices. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Industrial Services.

416-965-5711

IND & TOUR, INDUSTRY SECTOR POLICY BR develops policy proposals for governmental consideration relating to the problems, needs and opportunities of **industry** on a sector basis. Develops analyses on a sector basis for the information of government officials and the business community. Provides Ontario comment to the federal Foreign Investment Review Agency (FIRA) and General Agreement on Tariffs and Trade (GATT) by the world's trading

nations. Tourism Policy & Research Section (965-5725) develops and maintains a data base and related information service for the tourism sector and provides tourism research to support and direct ministry activities, e.g. the Interministerial Tourism & Recreation Planning Study.

416-965-4566

IND & TOUR, MANAGEMENT SERVICES BR provides the ministry with administrative services. See first entry under Administrative Services for a description of this function. Also provides the ministry with foreign language services (965-1587). Operates a library (965-3365) that has information on international trade, technology, tourism, small business, **industry** and related subjects. Permits access to its facilities for research purposes.

416-822-4111

IND & TOUR, ONTARIO RESEARCH FOUNDATION in Sheridan Park, Mississauga, Ontario L5K 1B3 provides Canadian **industry,** consultants and government with a broad range of research and development and technological services through non-profit, contract research. All work undertaken for clients is confidential. Multi-disciplinary, independent laboratory facilities of Ontario Research Foundation are used by over 1000 companies each year for projects ranging from short-term feasibility studies through product and process development to long-range scientific and engineering investigation.

416-965-4011

IND & TOUR, STRATEGIC PLANNING BR assists offices of the Minister, Deputy Minister and Ministry Planning Committee. Provides: strategic planning for development of **industry,** trade and tourism in Ontario; program evaluation procedures and ministry management-by-results reporting format. Coordinates special projects and research into issues that the ministry may be involved with in the future.

416-965-4125

LABOUR, INDUSTRIAL HEALTH & SAFETY BR is concerned with protecting the occupational health and safety of employees in **industry** including the logging industry. (For the construction and mining industries, see Labour Construction Health & Safety Br and Labour Mining Health & Safety Br). This branch encourages employers and employees to assume primary responsibility for occupational health and safety programs by establishing Internal Responsibility Systems and consulting with them so problems are recognized and ongoing safety programs are established. Periodically inspects industrial establishments and logging sites; investigates fatalities and serious accidents. Reviews plans for new buildings and alterations to existing ones to check occupational health and safety hazards. Contact Queen's Park or District Offices.

416-965-5533

LABOUR, STANDARDS & PROGRAMS BR coordinates: gathering of information about and analysis of specific occupational health & safety hazards; providing detailed action plans & programs to control hazards in **industry,** e.g. construction industry, mining, logging industry. Assists operating branches in developing operation procedures; coordinates short & long range objectives, evaluation mechanisms; maintains occupational health statistics, e.g. injuries, illnesses. Coordinates development & distribution of standards information & guidelines. Provides information on occupational health and safety (outside Metro call Zenith 5-9500) and liaises with related public and private sector advisory services. Advisory Service Section (965-8710) provides policy and administrative support for Provincial Lottery

Fund Awards Committees on grants for occupational health research. Write to: Standards & Programs Br, Min. of Labour, 400 University Ave., 9th Flr., Toronto M7A 1T7.

INDUSTRY & TOURISM

Industry & Tourism, Ministry of, see IND & TOUR Branch Name.

INDUSTRY & TRADE RESEARCH

Industry & Trade Research, see Ind & Tour Industry & Trade Analysis Br, also Ind & Tour Industry Sector Policy Br

INFORMATION CENTRES

Information Centres, see Community Information Centres

INFORMATION OFFICERS FORUM

416-965-8480

INFORMATION OFFICERS FORUM is a professional association of Ontario Government information/communication officers organized to establish high standards of professional conduct and to advance the knowledge and technical skills of its members.

INFORMATION SERVICE

Information Service or Communications Service in each ministry informs the public about the ministry's activities. Plans and develops an information program to meet the needs and explain programs of the ministry. Methods used include answering inquiries, preparing and distributing publications, news releases, audio-visual materials, etc.; supplying media with accurate, up-to-date information. Frequently the branch prepares speech material for ministry officials.

416-965-1056

AG & FOOD, INFORMATION BR is the **information service** for the Ministry of Agriculture and Food. For a description of activities see first entry under Information Service.

416-965-1664

ATT GEN, COMMUNICATIONS BR provides **information service** for the Ministry of the Attorney General. For a description of activities see first entry under Information Service.

416-963-0339

CCR, COMMUNICATIONS SERVICES BR provides **information service** for the Ministry of Consumer and Commercial Relations. For a description of activities, see first entry under Information Service. See also CCR Consumer Information Centre. For specific consumer complaints contact appropriate branches described separately in this index.

416-963-1111

CCR, CONSUMER INFORMATION CENTRE, part of Communications Services Branch, provides bilingual consumer **information service** for the general public, a library of consumer and corporate resource materials, previewing of materials by mail for consumer educators, and consulting services to professionals working with consumers in the field.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR. Information Services Section performs duties described in first entry under **Information Service,** particularly as they relate to the

Ontario Student Assistance Program (student awards), apprenticeship (manpower training), and post-secondary educational institutions such as universities, Ryerson Polytechnical Institute, Ontario College of Art, Colleges of Applied Arts and Technology, and registered private vocational schools. The Library Services Section (965-1451) runs a specialized library and provides reference services. The Data Systems Section (965-5477) maintains statistics on enrolment of students in post-secondary educational institutions throughout the province and provides statistical data support for the ministry's planning, policy-making and administrative activities. The Review and Development Section (965-5477) provides the ministry with consulting services related to design, development and implementation of research projects.

416-965-7825

COMM SOC, COMMUNICATIONS BR is the **information service** for the Ministry of Community and Social Services. For a description of activities, see first entry under Information Service. Also provides assistance (e.g. consultation, publications, films, slide displays, etc.) to the public, municipalities and social agencies to explain programs.

416-750-3421

CORR SERV, INFORMATION SERVICES BR is the **information service** for the Ministry of Correctional Services. For a description of activities, see first entry under Information Service.

416-965-3535

CULT & REC, CITIZENS' INQUIRY BRANCH is an **information service** which refers the inquirer to the appropriate source of Ontario Government information or coordinates information and services for those unable to do so themselves. Serves the public both directly and by assisting other government offices, the Queen's Park switchboard, Members of Provincial Parliament, Community Information Centres, libraries, community and private organizations, and those referred from these sources. Also prepares publications such as the KWIC Index to the Government of Ontario.

416-965-0615

CULT & REC, COMMUNICATIONS BR provides communications policy advice in addition to writing and supplying editorial and media relations services to the Minister, Deputy Minister and all programs of the Ministry of Culture and Recreation. Provides **information service** to the public about activities of the ministry.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an **information service** for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital sports, recreation, fitness, arts, heritage, libraries, multicultural and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-6407

EDUC, COMMUNICATIONS SERVICES BR is the **information service** for the Ministry of Education. For a description of activities see first entry under Information Service. In addition its Library Services Section provides the Ministry of Education with library services, a newspaper clipping service, conference information, and selective dissemination of information relevant to ministry projects.

416-965-2459

ENERGY, THE MINISTRY OF ENERGY ensures that Ontario receives an adequate and secure supply of energy at reasonable prices with an acceptable environmental impact. To fulfill this responsibility the Ministry works with other ministries and agencies of the government and with the energy sector more as a catalyst than as an operating agency. Functions include reviewing and advising on energy matters and policy; maintaining liaison between the government and Ontario Hydro Corporation; applying policy by coordinating the government's energy-related activities and by interventions before provincial and federal tribunals. Reports to the Legislature for Ontario Hydro and the Ontario Energy Board, both of which function independently of the ministry. Operates a library (965-9174). For general **information service** contact 965-2459. For information on energy conservation and renewable energy (e.g. home insulation, solar energy), contact 965-3246.

416-965-7117

ENV, INFORMATION SERVICES BR is the **information service** for the Ministry of the Environment. For a description of activities, see first entry under Information Service. Technical library at 135 St. Clair Ave. West (965-7978) and another at Resources Rd. (248-3408) are both open to the public.

416-965-6683

GOVT SERV, MANAGEMENT PLANNING BR develops and supports the Ministry's corporate planning and control system, and provides executive assistance to the Deputy Minister. Prime functions include long-term planning and policy development, liaison with Management Board Secretariat on program and policy matters, and the analysis and preparation of Management submissions to Management Board and Cabinet. Provides for the continuing analysis and evaluation of Ministry programs, and coordinates Ministry systems development, implementation and control. Also coordinates development, publication and distribution of Ministry policies and procedures, and provides public relations and **information service** in support of Ministry programs (e.g. special events in Queen's Park).

416-965-5167

HEALTH, COMMUNICATIONS BR provides **information service,** health education materials and health education programs for the Ministry of Health. For a description of activities, see first entry under Information Service.

416-965-9780

HOUSING, COMMUNICATIONS BR serves as the **information service** for the Ministry of Housing, including such components as Ontario Housing Corporation (OHC), Ontario Mortgage Corporation (OMC) and the North Pickering Development Corporation. For a description of activities see first entry under Information Service.

416-965-5466

IND & TOUR, COMMUNICATIONS DIV has two major functions: a planning function for developing communications plans for each ministry division plus advertising services, and a delivery function through Communications Services Branch providing the ministry with **information service** including photography, audio-visual, publications, releases, speeches, media liaison and other services (see first entry under Information Service). Operates a library of still and motion pictures to lend to groups interested in tourism. Catalogues of films available.

416-965-7941

LABOUR, INFORMATION SERVICES BR is the **information service** for the Ministry of Labour. For a description of activities, see first entry under Information Service.

416-965-1537

LABOUR, WOMEN'S BUREAU is an **information service** and resource centre for people interested in the employment status of women in Ontario. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of women employees. Advises government on women's issues; provides labour legislation information through speakers and publications. Conducts research on the status of women in Ontario's labour force; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate sources. New outreach program is being developed to serve low-income, immigrant and native women.

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated administrative services for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides **information service** to visitors on Ontario Travel and the Parliament Buildings and direction to various government offices. Bilingual guides are available. Stewards Services (965-7651) administers the Press Gallery Lounge and the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clippings from Ontario newspapers.

416-965-4545

LEGISLATIVE ASSEMBLY, LEGISLATIVE LIBRARY provides an **information service** to each Member of Provincial Parliament (MPP) and staff members of Ontario ministries and agencies. As well as books in the social sciences and law, the Legislative Library has a large collection of Ontario, Canadian and United States government publications, and all the major Ontario daily and weekly newspapers.

416-965-2756

NAT RES, INFORMATION SERVICES BR is the **information service** for the Ministry of Natural Resources. Ministry library services are part of the branch: Resources (965-6310), Mining (965-1352), Research (Maple 832-2761). For a description of activities, see first entry under Information Service.

NORAFFAIRS, COMMUNITY SERVICE OFFICES located throughout Northern Ontario provide **information service,** referral and assistance on all Ontario government programs. Offices also help Federal government agencies service the North. Distribute publications and act as contact points for government agencies. See Appendix for list of offices.

416-965-7577

NORAFFAIRS, INFORMATION SERVICES BR provides the Ministry with **information service** (as described in the first entry under Information Service). As well as the office in Toronto, an Information Officer is located in each of the regional offices in Northern Ontario: Sault Ste. Marie (705-942-0100) and Kencra (807-468-3135).

416-592-3331

ONTARIO HYDRO PUBLIC REFERENCE CENTRE is the **information service** for Ontario Hydro and has general reference material on energy. For a description of activities, see first entry under Information Service.

416-965-3540

ONTARIO YOUTH SECRETARIAT researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government youth programs including youth employment, e.g. summer employment for students. It also provides an **information service** on government youth services. Inquiries about the Ontario government's Experience Program should be directed to Tel. 965-0480. The Ontario Youth Secretariat reports to the Legislature through the Provincial Secretary for Social Development.

416-965-2099

REVENUE, COMMUNICATIONS GROUP provides **information service** concerning programs and policies to the media, the public and internal branches. Prepares informative literature, news releases, speeches and minister's statements on request. Participates in development of Ministry bilingual programs. Maintains a newspaper clipping service and library (965-3892) covering aspects of tax, property assessment, public finance, legislation and government and business administration. Manages Ministry advertising. For description of information services function, see first entry under Information Service.

416-965-8470

REVENUE, GUARANTEED ANNUAL INCOME SYSTEM (GAINS-A) Program was introduced in July, 1974 to provide a basic income for qualifying residents age 65 and over. A multilingual **information service** on the GAINS-A program for senior citizens can be reached by calling 965-8470 in Metro Toronto. Outside Metro Toronto dial direct (toll-free) 1-800-268-7121 except residents in area code 807 who should ask Operator for Zenith 8-2000 (toll-free).

416-965-8470

REVENUE, ONTARIO TAX CREDIT SYSTEM Information Centre provides multilingual **information service** and assistance to Ontario residents in completing their Ontario Tax Credit form and claiming their property, sales, pensioner and political contributions tax credits when filing their federal personal income tax forms. The first three credits are available regardless of income tax payable; the last only to those who donated to Ontario registered parties, candidates & constituency associations. Residents outside Metro Toronto (except those in area code 807) may call the Centre toll-free by dialing direct 1-800-268-7121. Residents in area code 807 call toll-free by asking Operator for Zenith 8-2000. In Metro Toronto call 965-8470. General inquiries re Federal Tax should be referred to district offices of the Federal Department of National Revenue; in Toronto call 869-1500.

416-965-2049

SOL GEN, MINISTRY SECRETARIAT provides staff support to the Minister and Deputy Minister in policy development, planning, budget preparation, communications and the application of modern management techniques. The **information service** function for the Ministry is performed by the Communications Policy Advisor (965-2048). See first entry under Information Service for a description of activities.

416-965-4474
SOL GEN, OPP, COMMUNITY SERVICES BR administers safety and crime prevention programs and complaints system. Provides public relations and **information service** for the Ontario Provincial Police force. To contact Complaints Bureau, call 965-0282.

416-965-7171
TE & IA, COMMUNICATIONS GROUP is the **information service** for the Ministry of Treasury, Economics & Intergovernmental Affairs. For a description of activities, see first entry under Information Service.

416-248-3501
TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides **information service** for the ministry including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & COMM regional or district offices.

INHERITANCE TAX

416-965-1700
REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties or tax, also called estate tax, death duties or tax, and **inheritance tax.** Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation tax (965-1774).

INJURY

Injury, see Criminal Injuries Compensation Board.

INMATES

416-750-3380
CORR SERV, BAILIFF SERVICES is responsible for classifying **inmates** of provincial correctional institutions, all of whom have reformatory sentences (i.e., sentences of up to two years less one day). The branch is responsible for and records movement of all sentenced **inmates** within Ontario and handles transfer of federal **inmates** from provincial jails to the Canadian penitentiary system.

416-750-3400
CORR SERV, COMMUNITY RESOURCE CENTRES house **inmates** serving sentences in Ontario correctional institutions. The centres are operated by community organizations under contract to the Ministry. An inmate wishing to pursue an employment or education program outside the institution applies for a transfer to the Community Resource Centre where he/she also receives counselling and skills training. **Inmates** are subject to rules ensuring behaviour in the best interest of the community. Failure to abide by the rules or to make good use of the program results in an inmate's return to the correctional institution.

416-750-3445

CORR SERV, EDUCATION BR administers educational programs and ensures that they meet the academic and vocational needs of **inmates** in adult training centres, correctional institutions and detention centres across the province. Develops curricula and provides teachers with professional supervision.

416-750-3366

CORR SERV, FOOD SERVICES BR endeavours to provide those under the care of the ministry with a nutritionally adequate diet and teaches food service job skills to **inmates** who display aptitude and desire for this type of training. Operational and training programs are conducted in the institutions, coordinated through the ministry main office.

416-750-3417

CORR SERV, INDUSTRIAL PROGRAMS BR develops and coordinates industrial programs in correctional institutions such as manufacturing provincial park picnic tables, institutional furniture, motor vehicle licence plates, and canned fruit and vegetables, to encourage meaningful and productive activities by **inmates.**

416-750-3360

CORR SERV, ONTARIO BOARD OF PAROLE considers for parole **inmates** serving sentences which include indefinite terms. The Ontario Board of Parole only reviews terms of persons in provincial correctional institutions, not of those in federal institutions.

416-750-3358

CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for programs in correctional institutions and the community. Evaluates effectiveness of ministry rehabilitation programs. With research advisory committee, reviews all applications from outside investigators to obtain access to **inmates,** records and staff of correctional institutions. Also reviews requests for grants for corrections research.

416-750-3366

CORR SERV, PROGRAM CONSULTATION & DEVELOPMENT DIV provides consultative services to programs of the Ministry. Consultants in psychiatry, dentistry, psychology, social work and chaplaincy are responsible for planning and supervision of services in these fields. Library Services Br (750-3481) provides library services to **inmates** under the Ministry's jurisdiction. Branches in this division are described separately in this index. See Corr Serv: Education Br, Food Services Br, Industrial Programs Br, Nursing Br, Recreation Br, Staff Training & Development Br and Volunteer Programs Br.

416-750-3366

CORR SERV, RECREATION BR provides leisure education programs and a wide variety of recreation activities to people in the care of the ministry. Programs are designed to bring **inmates** into contact with the public in controlled settings both in the institution and the community. In many institutions, recreation facilities such as gymnasia and playing fields are used by the community under certain conditions. **Inmates** assist in community programs as officials and in other volunteer roles.

416-750-3404
CORR SERV, TEMPORARY ABSENCE BR operates the Temporary Absence program which allows **inmates,** through conditionally approved permits on a day to day basis, or for further specified periods as authorized, to commence or continue their education or jobs while residing in correctional institutions serving their sentences. The Temporary Absence program is also used to screen offenders who want to visit their homes to maintain family and community ties, to attend hospital for diagnosis and treatment, and for job or educational interviews. Contact the regional institution housing the inmate, or the Coordinator, Temporary Absence Branch.

INQUESTS

416-965-7338
ATT GEN, CROWN ATTORNEYS' OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners **inquests** as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-6678
SOL GEN, CHIEF CORONER'S OFFICE. Coroners investigate sudden and violent deaths; warn the public re prevention of similar deaths; order autopsies for medical legal reasons; conduct **inquests;** sign certificates for cremation and for shipment of bodies out of Ontario; complete medical certificates of death in coroners' cases. The Office administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Adults may give consent by signing donor section of driver's licence or donor card available from Coroner's Office, orally during last illness in presence of at least two witnesses, or in writing. The Office inspects Schools of Anatomy in Ontario and supplies them with donated or unclaimed bodies. Contact Regional Coroner (York Region: 965-6678).

INSECTICIDES

Insecticides, see Insects, Pesticides

INSECTS

416-824-4120
AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of pesticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Interprets significance of analytical results. Contact laboratory or ministries involved for research papers and reports. Identification of **insects** may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Canadiana collections (978-6738) at 14 Queen's Park Crescent West and the McLaughlin Planetarium (978-8558), is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts, archaeology and the sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects and specimens related to their fields such as birds, **insects,** works of art, artifacts, etc. for information only, not for financial ends. Write or call for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, Senior Citizens Club, and Saturday Morning Club for children and has a library of films. The ROM is located at 100 Queen's Park Cres. in Toronto.

416-965-2401

ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of pesticides to control pollution. Issues licences for use and sale of pesticides (e.g. pest exterminators). Has publications on, and answers inquiries about, control of household pests, **insects,** etc. In conjunction with municipalities provides grants for termite control. Contact regional office.

416-965-2785

NAT RES, FOREST RESOURCES BR grows seedlings in provincial nurseries for the public and Crown reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from **insects** and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests.

INSIDER TRADING

Insider Training, see CCR Ontario Securities Commission.

INSTITUTIONAL TRAINING

416-965-6161

COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's **institutional training** programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Employment Centres for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools (965-9127), and for Regional Schools For Nursing Assistants (965-4051).

416-965-5375

COLL UNIV, PROGRAM RESOURCES BR develops training standards and outlines, coordinates curricula, evaluates colleges **(institutional training)** and industrial training programs, and manages program approval procedure for all community colleges.

INSURANCE

Insurance, see also Ontario Health Insurance Plan

416-965-1811

AG & FOOD, ONTARIO CROP INSURANCE COMMISSION makes available to farmers a crop insurance plan for all commercial **insurance** crops. Its Farm Income Stabilization Program provides financial assistance during periods of low crop yields to farmers producing commodities covered by crop insurance. Contact Regional Crop Insurance Commission office.

416-963-0471

CCR, FINANCIAL INSTITUTIONS DIV issues licences to and regulates loan companies, **insurance** companies, investment contract companies, trust companies, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on **insurance** plans and premiums and advises policyholders involved in claims disputes, and on deposits and mortgages with loan and trust companies. Licenses **insurance** agents, brokers, salesmen, adjusters and investigates complaints. Deposits in credit unions and caisses populaires are insured with the Ontario Share & Deposit Insurance Corporation (OSDIC) (759-9778).

416-965-9419

CIV SERV, BENEFITS POLICY BR develops, recommends, implements and maintains policies with respect to pensions and benefit programs within the Ontario Public Service (OPS). Coordinates activities of committees monitoring pension escalation fund and **insurance** programs. Assists Staff Relations Div in negotiating employee benefits in the OPS. Produces, updates and distributes information on benefits and pensions to all civil servants. For questions regarding administration of benefit plans call respective ministry personnel branch, or Employee Benefits Branch, Ministry of Government Services, 965-6861.

416-965-6254

GOVT SERV, INSURANCE AND RISK MANAGEMENT purchases **insurance** for the government and advises all Ontario ministries and special purpose bodies on **insurance** coverage, excluding employee benefits. For information on Ontario government employee benefits call 965-6861.

416-965-5700

HEALTH, INSURANCE CLAIMS BR processes **insurance** claims under the Ontario Health Insurance Plan (OHIP). Administers district offices which answer questions about enrolment in OHIP, premium payments, claims payments and Extended Health Care benefits. Appeals concerning Extended Health Care benefits in nursing homes are handled by the Medical Eligibility Committee (965-3294). Contact district offices (in Toronto, 482-1111).

416-248-3617

TR & COMM, OFFICE OF LEGAL SERVICES provides legal services for the ministry. See first entry under Legal Services for description of functions. Insurance & Claims (248-3127) handles **insurance** claims against the Crown for injuries and property damage arising from accidents on provincial highways or involving government vehicles, as well as claims by the Crown for damage to highway property or government vehicles excluding OPP vehicles.

416-965-1500

TR & COMM, VEHICLE RECORDS & INFORMATION, Licensing & Control Br provides information on vehicles to the police (965-4395) & for a fee to insurance companies, legal firms & the public. Write to: Vehicle Records Section, Min. of Transportation & Communications, Ferguson Block, Queen's Park, Toronto M7A 2A2; or go in person to

Macdonald Block, Queen's Park or District Offices. Search Group (965-1563) provides current or historical (to 4 years) data on vehicles ownership & description, searched by plate number, owner's name or serial number. **Insurance** information is restricted to insurance companies & legal firms. Fee is $3.00. Terminal Operations (965-9545) issues replacement copies of lost vehicle permits at $2. Inquire about replacements already applied for at 965-4620. Public Resolve Group (965-3635) helps correct records on vehicles when parking summonses & warrants were wrongly issued, or vehicles were sold & purchaser failed to complete transaction.

INSURANCE ADJUSTERS

Insurance Adjusters, see CCR Financial Institutions.

INTERGOVERNMENTAL

Intergovernmental, see also Federal-Provincial, Provincial-Municipal, Interprovincial or Municipalities.

416-965-3356

TE & IA, EXTERNAL ACTIVITIES COORDINATION SECRETARIAT provides policy advice on Ontario's participation in Canada's international relations. Makes specific recommendations on current **intergovernmental** issues of an international nature. Coordinates such activities as Ontario participation in international conferences and programs, treaty assessments, international development assistance, and analysis of information from Canadian embassies and international organizations. Provides federal-provincial liaison between the Ontario Government and the federal Department of External Affairs.

416-965-3505

TE & IA, **INTERGOVERNMENTAL** FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grants structure, including deconditionalizing of various specific grants. Develops budget options for assistance to municipalities and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for and administers all unconditional grants, valued at over $450 million in 1978. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

INTERIOR DESIGN

Interior Design in Government buildings, see Govt Serv Design Services Br.

INTERNATIONAL

International, see TE & IA External Activities Coordination Secretariat, Ind & Tour Industry & Trade Development, Cult & Rec Cultural Exchange Program

INTERPROVINCIAL

416-965-3340

TE & IA, FEDERAL-PROVINCIAL & Interprovincial Affairs Secretariat provides policy advice on Ontario's participation in federal-provincial and **interprovincial** relations. Assesses current issues in Confederation including such matters as the distribution of powers and the effects of many programs on Ontario's relations within federation. Makes recommendations

to ministries on specific federal-provincial or **interprovincial** issues. Through the Ontario Quebec Permanent Commission promotes educational, public administration and cultural exchanges with Quebec by governments, individuals, groups, schools and organizations.

INTESTATE

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die **intestate** without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Powers of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-7314

ATT GEN, SURROGATE COURT probates wills of persons who die testate (with a Will), and letters of administration of persons who die **intestate** (without a Will). Issues letters of guardianship of persons and/or the estates of children. Processes applications for the custody of children. The Surrogate Court also handles contested claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

INVENTORS

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING provides counselling services to those starting a small business, to **inventors** and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in metrication. Advises companies individually on their marketing and financial problems and business planning, and assists small companies that do not have traffic managers to determine the most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling assistance and through an energy management counselling program. For business counselling contact Queen's Park: 965-0410 (manufacturing programs), 965-5494 (marketing and financial programs) or regional offices (in Metro Toronto, 491-7680).

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, GRANTS provides financial assistance to small business for projects which use new technology to develop new or improved products or processes through the Ontario Program for the Advancement of Industrial Technology (OPAIT). Stimulates greater awareness of industrial design and improved product design in small secondary manufacturing industries through the Product Design & Development Program (PDDP). Assists companies with low productivity and encourages feasibility studies for secondary manufacturing industries through the Program to Enhance Productivity (PEP). Aids **inventors** or entrepreneurs to develop a prototype and to determine feasibility of manufacturing the product through the Program to Encourage Product & Process Innovation (PEPPI). The Business Improvement Area Program (BIA) encourages business associates and municipal authorities to improve downtown core areas. Contact Queen's Park: 965-0410

(manufacturing programs), 965-5494 (marketing and financial programs) or regional offices (in Metro Toronto, 491-7680).

INVESTMENT CONTRACT COMPANIES

416-963-0471

CCR, FINANCIAL INSTITUTIONS DIV issues licences to and regulates loan companies, insurance companies, **investment contract companies,** trust companies, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes, and on deposits and mortgages with loan and trust companies. Licenses insurance agents, brokers, salesmen, adjusters and investigates complaints. Deposits in credit unions and caisses populaires are insured with the Ontario Share & Deposit Insurance Corporation (OSDIC) (759-9778).

INVESTORS

416-963-0223

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of **investors** (963-0259). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (963-0239). Investigates complaints about brokers and salesmen and about actions by companies affecting the value of securities (963-0242). Handles registration of securities dealers, salesmen, underwriters and advisers (963-0228). Also registers Venture Investment Corporations under the Venture Investment Corporations Act to provide incentives to investment companies which financially assist small business (963-0259).

416-965-6691

TE & IA, SECURITIES BR acts as registrar and transfer agent of the Provincial public debt issues, both domestic and foreign. Is responsible for the prompt payment of interest on public debt; supplies **investors** with information on transfer requirements; arranges for complete service of debentures from issue to maturity. Also provides support for the programs of the Finance Management Branch in the investments of the Province and holds in safekeeping securities deposited with the Province by the public in accordance with the regulations of provincial legislation.

ITINERANT SELLERS

416-963-0441

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of any business registered under the following Acts: Consumer Protection (registration and bonding of **itinerant sellers)** Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such a business establishment is registered. For registration call 963-0446; for renewals 963-0444, and for revisions 963-0448.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to

renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidic schemes promoters, **itinerant sellers,** manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

JAILS

Jails, see Correctional Institutions

JOINT VENTURES

IND & TOUR, INDUSTRY & TRADE DEVELOPMENT, responsible for the ministry's international operations, is decentralized into three areas: NORTH AMERICA BR (965-1015), EUROPE BR (965-5715), SPECIAL AREAS BR (965-5288). Assists business and the manufacturing industry in developing trade leads and sales outlets. Investigates marketing problems; screens potential licensees or **joint ventures** partners; assists in capital projects abroad. Organizes trade, technology and business opportunity missions, international trade fairs. Counsels foreign companies seeking manufacturing investment opportunities in Ontario. North America Br has offices in New York, Chicago, Los Angeles. Europe Br covers all European countries with offices in Brussels, Frankfurt, London, Milan, Paris & Stockholm. Special Areas Br deals with remaining areas and has offices in Tokyo. This branch also assists architects, engineers, heavy equipment manufacturers in obtaining international capital projects.

416-965-5491

IND & TOUR, INDUSTRY BR, Product-Manufacturing Development Section assists the manufacturing industry to expand and diversify production by identifying opportunities through licensing arrangements, **joint ventures,** mergers and acquisitions, contracts and inventions, Product Prospecting Missions, Manufacturing Opportunity Days (MOD), Shows and Bulletins. Contact Queen's Park or Regional Offices. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Industrial Services.

JUNIOR FARMERS

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H (4-H) and **Junior Farmers** programs which provide agricultural and leadership training as well as social benefits for youth in rural areas. The branch is headquarters for the Junior Farmers' Association of Ontario. Contact AG REPS in county or district offices.

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial Milk Production Incentive Plan, Young Farmers Credit Program, and the **Junior Farmers** Loan Corporation. Contact ARDA county or district office.

JUNIOR RANGERS

416-965-3825

NAT RES, PERSONNEL BR performs the personnel functions for the Ministry of Natural Resources. For a description of branch activities, see first entry under Personnel. For employment inquiries call (965-2707); seasonal employment inquiries (965-1258). Also hires qualified 17 year old persons as **junior rangers** (965-1258). There are personnel officers in each of the Ministry's eight Regional Offices.

JURY

416-965-7351

ATT GEN, COUNTY AND DISTRICT COURTS have jurisdiction in both civil and criminal cases. Jurisdiction in civil cases is determined by nature of action and by amount claimed; in general the limit is $7,500. Statutes under which the courts handle proceedings include: Landlord and Tenant, Change of Name (applications for name changes), Child Welfare (adoptions) and Mental Incompetency (rights of the mentally incompetent). Persons rarely appear without legal counsel and in many cases either party may require trial by judge and **jury.** Criminal jurisdiction involves handling of trials, with or without **jury,** of all indictable offences with the exception of murder, piracy on the high seas and sedition. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Elsewhere, contact appropriate county or district court.

ATT GEN, PROVINCIAL COURTS, CRIMINAL DIV, presided over by judges appointed by the Ontario government, deal with approximately 90% of all criminal cases under the Criminal Code of Canada, all offences under the Statutes of Ontario and of Canada and all offences arising from infraction of local by-laws of municipalities and their boards. A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the High Court of Justice may elect to be tried before a County or District Court Judge sitting either alone or with a **jury.** Contact local County or District Court.

416-965-5545

ATT GEN, SUPREME COURT OF ONTARIO, the highest civil court in the province, consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of Appeal, which hears only appeals and is the highest court in the province. With certain exceptions, parties before the High Court may demand a trial by judge and **jury.** The Family Law Division of the High Court (965-7418) handles trials of divorce actions and motions relating to disputes between husband and wife or parents and children, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of Appeal sit in Toronto.

416-965-1681
REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices throughout Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for **jury** duty, identification of supporters for schools and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

JUSTICES OF THE PEACE

416-965-2816
ATT GEN, COURTS ADMINISTRATION PROGRAM manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, Small Claims, Surrogate Court and Supreme Court of Ontario offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of **justices of the peace,** notaries public and commissioners of oaths or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

JUVENILES

Juveniles, see also children, youth.

416-924-0631
ATT GEN, PROVINCIAL COURTS FAMILY DIV deal with Domestic Law (financial support orders for deserted wives & children, paternity suits & support of illegitimate children); Child Welfare Law (child welfare & protection for neglected children); & Juvenile Law (**Juveniles,** between 7 and 16 yrs); and a few criminal offences in a family context. For Chief Judge's office phone 457-5170. There is a court in each county. In the Judicial District of York the courts are: main branch, 924-0631; Scarborough, 755-9209; Etobicoke, 236-2553; North York, 226-5031 and Newmarket, 895-8661. Child welfare cases are commenced by the local Children's Aid Societies. The police usually lay juvenile delinquency charges but any person aggrieved criminally (e.g. property damage, trespass, assault) by **juveniles** may prefer a private complaint.

416-965-1818
COMM SOC, CHILD WELFARE BR INSTITUTIONS may provide charitable organizations and social agencies with capital and operating grants, assistance in planning, construction or purchase of facilities, and development of residential services including short stay residences, homes for unmarried mothers, homes for children and youth **(juveniles)** who are emotionally disturbed, delinquent or who abuse the use of drugs. Also registers group homes caring for five or more children operated by individuals or groups. Contact Child Welfare Branch.

416-965-7683

COMM SOC, MANAGEMENT & ANALYSIS BR provides care to children or **juveniles** committed under the Juvenile Delinquents and Training Schools Act. Coordinates services associated with training schools, probation and aftercare, group homes, special rates homes and foster homes across Ontario. The branch also conducts program and financial analysis for the Children's Services Division.

416-965-2663

EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional students outside the normal school structure in schools for the blind and deaf, in developmental centres schools for the retarded, developmentally handicapped and emotionally disturbed, and in training schools for **juveniles.** Runs Teacher Education Centre in Belleville to train teachers of the deaf. School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students.

LABORATORY

AG & FOOD, COLLEGES OF AGRICULTURE offer courses in farm management, agricultural production, agricultural **laboratory** technology, home economics or food service supervision, food and fashion, animal health, equine technology, agricultural business management. They also conduct agricultural research for the ministry. For further information: Centralia College in Huron Park (519-228-6691), Ridgetown College in Ridgetown (519-674-5456), Kemptville College in Kemptville (613-258-3411), New Liskeard College in New Liskeard (705-647-6701) and University of Guelph in Guelph (519-824-4120).

416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and improvement programs, and grants for Ontario producers. Maintains laboratories where milk samples are tested for butterfat content and a **laboratory** where feed samples are analyzed. This branch is responsible for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. The Artificial Insemination of Livestock Act requires licences for persons acting as artificial inseminators or conducting an inseminating or a semen producing business. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario.

416-965-2411

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. Provides for inspection of all dairy farms and monthly testing of raw milk. Arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, oleomargarine and edible oils. The **laboratory** in Guelph analyzes all samples for butterfat, protein and lactose and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

416-824-4120
AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING **LABORATORY** in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of pesticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Interprets significance of analytical results. Contact laboratory or ministries involved for research papers and reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-5841
AG & FOOD, VETERINARY SERV BR **LABORATORY** SECTION operates six laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control disease of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-248-3015
ENV, **LABORATORY** SERVICES BR provides analytical support for other branches of the ministry in their environmental quality assessment and pollution control programs. Participates in planning programs requiring analytical expertise and assists in analytical data interpretation. Updates analytical methods and develops procedures for measuring new environmental pollutants. The Central **Laboratory** in Toronto advises regional laboratories in Thunder Bay, London and Kingston on the use of new analytical procedures. Participates in environmental research projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human health.

416-965-4063
HEALTH, INSPECTION BR LABORATORY LICENSING Service issues licences to and inspects medical laboratories to ensure development and maintenance of high standards of medical **laboratory** services and to encourage most economical use of available resources. Private and hospital laboratories are inspected annually, or as necessary, and facts on all aspects of **laboratory** operation are gathered. Also issues licences to specimen collection centres (bleeding stations).

416-248-3196
HEALTH, **LABORATORY** SERVICES BR has laboratories throughout the province which perform tests to assist in diagnosis, prevention and treatment of disease. Serves doctors, hospitals, other ministries, and analyzes drinking water for the general public. For drinking water specimen mailing kits call local public health **laboratory.**

416-822-4111
IND & TOUR, ONTARIO RESEARCH FOUNDATION in Sheridan Park, Mississauga, Ontario L5K 1B3 provides Canadian industry, consultants and government with a broad range of research and development and technological services through non-profit, contract research. All work undertaken for clients is confidential. Multi-disciplinary, independent **laboratory** facilities of Ontario Research Foundation are used by over 1000 companies each

year for projects ranging from short-term feasibility studies through product and process development to long-range scientific and engineering investigation.

416-965-3211

LABOUR, OCCUPATIONAL HEALTH BR operates a consulting service in occupational health to ministries and to industry. Occupational Health Medical Service (965-3610) provides consultation on medical & nursing services to those who provide in-plant health care facilities & a healthful working environment for employees. Occupational Health Engineering Serv. (965-4066) provides consultation to operating branches & to industry; visits plants & sites to identify & assess health hazards from exposure to chemical, physical & biological agents and to recommend control measures. Industrial Chest Disease Serv. (965-4075) deals with identification & prevention of respiratory diseases from occupational exposure to hazardous agents. Works closely with Workmen's Compensation Board and Chest Clinic Services (Health) which conducts chest x-rays of miners. Occupational Health **Laboratory** Serv. (965-7925) performs chemical analyses of biological specimens, air samples, industrial materials.

LABOUR, SPECIAL STUDIES & SERVICES BR. Health Studies Services (965-6375) conducts occupational health studies and provides consultative services on the effects of occupational and environmental exposure to hazardous agents or materials on human health. Safety Studies Service (965-6111) conducts studies in occupational safety and maintains contact with organizations involved in accident prevention. Radiation Protection Services (965-8178) directs a program to protect employees and the public from harmful effects of radiation including industrial X-Rays, radioactive materials, microwaves, lasers. Radiation Protection **Laboratory** (965-2201) analyzes radioactive materials. Develops monitoring techniques and equipment for identification of radioactive sources. The Branch also deals with contingencies related to nuclear power generating stations and heavy water plants.

416-965-4641

NAT RES, ONTARIO GEOLOGICAL SURVEY provides information on the geological and mineral resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques, presentation of classes & lectures on minerals. Analytical **laboratory** provides identification, chemical analyses and assays of mineral, rock and ore samples. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures, unpublished files and analytical services are used by the public, prospectors, mining companies, universities & government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake & Sudbury districts.

416-248-3987

TR & COMM, ENGINEERING MATERIALS OFFICE, Materials & Laboratory Services Section (248-3684) provides **laboratory** testing, technical evaluation and approval services related to soils, aggregates, asphalt, concrete, metals, and chemicals used in construction and maintenance of highways and structures. Quality Assurance Section (248-3688) provides specialized engineering service regarding use and performance of cement and asphalt concrete, and granular materials. Soil Mechanics Section (248-3282) carries out and records foundation investigations for structures. Pavement Design and Management Section (248-

3255) provides pavement design guidelines and assesses the field performance of aggregates used in pavements and structures.

LABOUR

Labour, Ministry of, see LABOUR Branch Name. See also Employees, Manpower, TE & IA Ontario Statistical Centre.

LABOUR ADMIN OPERATIONS BR

416-965-6115

LABOUR, ADMIN OPERATIONS BR supplies the ministry with administrative services. For a description of functions see first entry under Administrative Services.

LABOUR ADV COUNCIL ON OCC HEALTH & OCC SAFETY

416-965-2448

LABOUR, ADVISORY COUNCIL ON OCCUPATIONAL HEALTH & OCCUPATIONAL SAFETY advises the Minister of Labour on matters involving occupational health and occupational safety. Provides liaison between the Ministry and special interest groups wishing to draw government attention to particular concerns in this field.

LABOUR AUDIT SERVICES

416-965-4137

LABOUR, AUDIT SERVICES is responsible for the ministry's audit function. For a description of the function see first entry under Audit.

LABOUR CONCILIATION & MEDIATION SERVICES BR

416-965-4104

LABOUR, CONCILIATION & MEDIATION SERVICES BR provides conciliation officers who help labour and employers to arrive at a settlement of disputes. Mediation officers are provided after the conciliation process if necessary. Also undertakes preventive mediation services during the term of an agreement. Parties in a labour dispute must use the government's conciliation services before resorting to strikes or lockouts.

LABOUR CONSTRUCTION HEALTH & SAFETY BR

416-965-7161

LABOUR, CONSTRUCTION HEALTH & SAFETY BR is concerned with protecting the occupational health and safety of employees in the construction industry, including work on buildings, streets, sewers, water mains, underground work, and work under compressed air. The Branch periodically inspects construction sites, investigates fatalities and serious accidents and provides consultative services to all involved in the construction industry, e.g. labour, management, contractors, designers. Safety publications are available. Contact Queen's Park or District Offices.

LABOUR EMPLOYMENT STANDARDS BR

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, equal pay for equal work, termination of employment and equal benefits. May also collect unpaid wages on behalf of employees. Provides means for employees and employers to jointly petition Government for a schedule of wages and working conditions for their particular industry or trade. Also regulates and

licenses employment agencies (965-0631). Provides for setting of wages rates and working conditions for construction industry and maintenance workers employed on government contracts. Employment Adjustment Services (965-3303) provides consulting services to employers and employees on termination of employment legislation and on adjustment programs available in situations of mass terminations of employment. Contact regional office.

LABOUR FINANCE BR

416-965-4148

LABOUR, FINANCE BR supplies the ministry with financial management services. For a description of functions, see first entry under Accounting.

LABOUR INDUSTRIAL HEALTH & SAFETY BR

416-965-4125

LABOUR, INDUSTRIAL HEALTH & SAFETY BR is concerned with protecting the occupational health and safety of employees in industry including the logging industry. (For the construction and mining industries, see Labour Construction Health & Safety Br and Labour Mining Health & Safety Br). This branch encourages employers and employees to assume primary responsibility for occupational health and safety programs by establishing Internal Responsibility Systems and consulting with them so problems are recognized and ongoing safety programs are established. Periodically inspects industrial establishments and logging sites; investigates fatalities and serious accidents. Reviews plans for new buildings and alterations to existing ones to check occupational health and safety hazards. Contact Queen's Park or District Offices.

LABOUR INFORMATION SERVICES BR

416-965-7941

LABOUR, INFORMATION SERVICES BR is the information service for the Ministry of Labour. For a description of activities, see first entry under Information Service.

LABOUR LABOUR RESEARCH BR

416-965-6101

LABOUR, LABOUR RESEARCH BR provides information on wages, labour relations, safety, collective bargaining, working conditions, unemployment, labour market conditions. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (965-6886). Maintains a library containing labour related material (965-1641).

LABOUR LEGAL BR

416-965-6625

LABOUR, LEGAL BR provides legal services for the Ministry of Labour. For a description of branch activities, see first entry under Legal Services.

LABOUR MINING HEALTH & SAFETY BR

416-965-1328

LABOUR, MINING HEALTH & SAFETY BR is responsible for the administration of the Mining Act and the succeeding legislation for mines, open pits, industrial quarries, sand, clay, shale, gravel pits and metallurgical operations. Periodically inspects these establishments; conducts air samples to ensure a safe working environment. Investigates fatalities and serious accidents. Consults with labour and management to increase their involvement in identifying and solving occupational health and safety hazards. Reviews and provides advice on pre-development plans of mining and metallurgical operations to check hazards before

construction. Tests hoist cables and trains mine rescue personnel. Contact Queen's Park or District Offices.

LABOUR OCCUPATIONAL HEALTH BRANCH

416-965-3211

LABOUR, OCCUPATIONAL HEALTH BR operates a consulting service in occupational health to ministries and to industry. Occupational Health Medical Service (965-3610) provides consultation on medical & nursing services to those who provide in-plant health care facilities & a healthful working environment for employees. Occupational Health Engineering Serv. (965-4066) provides consultation to operating branches & to industry; visits plants & sites to identify & assess health hazards from exposure to chemical, physical & biological agents and to recommend control measures. Industrial Chest Disease Serv. (965-4075) deals with identification & prevention of respiratory diseases from occupational exposure to hazardous agents. Works closely with Workmen's Compensation Board and Chest Clinic Services (Health) which conducts chest x-rays of miners. Occupational Health Laboratory Serv. (965-7925) performs chemical analyses of biological specimens, air samples, industrial materials.

LABOUR ONTARIO LABOUR RELATIONS BOARD

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

LABOUR ONTARIO LABOUR-MANAGEMENT ARBITRATION

416-965-5669

LABOUR, ONTARIO LABOUR-MANAGEMENT ARBITRATION COMMISSION approves persons as chairmen of Arbitration Boards and as single arbitrators, dealing with rights disputes between employers and employees with collective agreements only, and with interest disputes in hospitals under the Hospital Labour Disputes Arbitration Act. Performs administrative functions for arbitration boards, e.g. sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. The Ontario Labour-Management Arbitration Commission publishes a monthly bulletin summarizing all awards received by the Commission.

LABOUR ONTARIO MANPOWER COMMITTEE SECRETARIAT

416-965-9017

LABOUR, ONTARIO MANPOWER COMMITTEE SECRETARIAT is a coordination agency that supports the Ontario Manpower Coordinating Committee (OMCC). The OMCC is chaired by the Minister of Labour and comprises Deputy Ministers and Deputy Provincial Secretaries of the ministries and policy fields having manpower responsibilities. The OMCC

was established to develop and articulate Ontario position on manpower issues, to improve interministerial cooperation and information flow and to ensure that Ontario's interests, rather than those of one ministry alone, are reflected in dealings with the federal government. The Secretariat is responsible for over-all coordination functions such as definition and analysis of manpower issues and policies, exchange of information on the labour market, representation of Ontario at interprovincial and federal-provincial meetings, development of manpower programs or activities that have not yet been assigned to a particular ministry.

LABOUR PERSONNEL BR

416-965-6121

LABOUR, PERSONNEL BR performs the personnel functions (see first entry under Personnel) for the Ministry of Labour. The Branch is also involved with the Ministry's summer employment program, Students in Industrial Relations (STIR). The Ministry hires senior university and community college students and places them with sponsoring organizations, i.e. companies, unions, law and consulting firms, to give them practical exposure in the industrial relations field.

LABOUR RELATIONS

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6426) hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union (OPSEU), the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service **Labour Relations** Tribunal (964-6426) hears any appeal re union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate disputes between employees and unions re wages, collective agreements, etc.

416-965-2002

CIV SERV, STAFF RELATIONS DIV represents the Crown as the employer in all collective bargaining in the Ontario Public Service. Determines and coordinates policy on **labour relations** for all ministries. Collects, analyzes and exchanges data on employment and compensation (pay policy) practices in the public and private sectors.

416-965-6101

LABOUR, LABOUR RESEARCH BR provides information on wages, **labour relations,** safety, collective bargaining, working conditions, unemployment, labour market conditions. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (965-6886). Maintains a library containing labour related material (965-1641).

416-965-0204

LABOUR, ONTARIO **LABOUR RELATIONS** BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act.

Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario **Labour Relations** Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

LABOUR RESEARCH

Labour Research, see Labour Labour Research Br.

LABOUR SPECIAL STUDIES & SERVICES BR

LABOUR, SPECIAL STUDIES & SERVICES BR. Health Studies Services (965-6375) conducts occupational health studies and provides consultative services on the effects of occupational and environmental exposure to hazardous agents or materials on human health. Safety Studies Service (965-6111) conducts studies in occupational safety and maintains contact with organizations involved in accident prevention. Radiation Protection Services (965-8178) directs a program to protect employees and the public from harmful effects of radiation including industrial X-Rays, radioactive materials, microwaves, lasers. Radiation Protection Laboratory (965-2201) analyzes radioactive materials. Develops monitoring techniques and equipment for identification of radioactive sources. The Branch also deals with contingencies related to nuclear power generating stations and heavy water plants.

LABOUR STANDARDS & PROGRAMS BR

416-965-5533

LABOUR, STANDARDS & PROGRAMS BR coordinates: gathering of information about and analysis of specific occupational health & safety hazards; providing detailed action plans & programs to control hazards in industry, e.g. construction industry, mining, logging industry. Assists operating branches in developing operation procedures; coordinates short & long range objectives, evaluation mechanisms; maintains occupational health statistics, e.g. injuries, illnesses. Coordinates development & distribution of standards information & guidelines. Provides information on occupational health and safety (outside Metro call Zenith 5-9500) and liaises with related public and private sector advisory services. Advisory Service Section (965-8710) provides policy and administrative support for Provincial Lottery Fund Awards Committees on grants for occupational health research. Write to: Standards & Programs Br, Min. of Labour, 400 University Ave., 9th Flr., Toronto M7A 1T7.

LABOUR WOMEN CROWN EMPLOYEES OFFICE

416-965-0564

LABOUR, WOMEN CROWN EMPLOYEES OFFICE acts as an internal consultant to Ontario government ministries and Crown agencies in developing, coordinating and monitoring affirmative action plans to upgrade the status of their women employees. Provides impetus and technical advice to individual Deputy Ministers (program managers) and Women's Advisors (consultants). Prepares annual report on the status of women Crown employees. Reports regularly to Management Board on the progress of the corporate program which promotes equal opportunity for women employed in the private sector. This program is undertaken by this ministry's Women's Bureau. For affirmative action activities by specific ministries and agencies contact ministry or agency Women's Advisor.

LABOUR WOMEN'S BUREAU

416-965-1537

LABOUR, WOMEN'S BUREAU is an information service and resource centre for people interested in the employment status of women in Ontario. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of women employees. Advises government on women's issues; provides labour legislation information through speakers and publications. Conducts research on the status of women in Ontario's labour force; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate sources. New outreach program is being developed to serve low-income, immigrant and native women.

LAKES

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. These offices comment on the technical feasibility of new project proposals (e.g. land use planning). Each has four sections. The Utility Operations Section provides water and wastewater service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, **lakes,** wells to prevent harmful effects on environment and water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for other two sections.

416-965-2105

ENV, WATER RESOURCES BR HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to **lakes** and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

416-248-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology Unit monitors water quality in recreational **lakes** and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants or hazardous agents on fish and other aquatic organisms (e.g. mercury levels). Contact regional office.

416-965-6954

ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great **Lakes** survey programs so that pollution abatement and remedial measures are determined. Also answers inquiries on mercury levels in fish. Contact regional office.

416-965-4590

ENV, WATER RESOURCES BR WATER MODELLING SECTION develops, adapts and applies mathematical models and analytical methods to represent and predict the response of **lakes,** streams, and ground water to waste inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The **Lakes** and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, hatcheries and sanctuaries, lamprey identification, mercury levels, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The branch conducts biological and environmental research and provides information on scientific fish management (Maple, 832-2761). Can also supply information on the physical and chemical characteristics and improvement of **lakes,** rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides liaison with the Federal government on boating restriction regulations and Small Craft Harbours and answers related inquiries (965-7887). Contact district offices.

LAND

Land, see also Real Property, also Crown Land.

416-965-9433

AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve the productivity of agricultural **land.** Administers the Agricultural Tile Drainage Installation Act which requires licensing of installers of tile drainage systems on agricultural **land.**

416-965-1012

ATT GEN, LAND COMPENSATION BOARD determines compensation for **land** taken through expropriation by a Statutory Authority or consent to arbitration under Ontario legislation, for damages for injurious affection to land caused by a Statutory Authority, for personal and business damages, and for disturbance damages. The Land Compensation Board provides information on arbitration proceedings for compensation and related matters.

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch telephone number changes to 963-0436 Fall, 1978. The program provides a quality control for surveys,

plans and description of **land** including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost or obliterated. Provides financial assistance under the **Land** Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

416-965-3250

CCR, PROPERTY LAW PROGRAM, Legal & Survey Standards Branch telephone number changes to 963-0423 in Fall, 1978. The Program performs statutory functions of Director of Titles: responsible for legal quality of **land** registration records and instruments. Drafts amendments to, and regulations under the Land Titles Act, the Registry Act, the Condominium Act, the Boundaries Act and the Certification of Titles Act. Processes applications of title and for conversion of title from the land registry system to the land titles system.

416-963-0401

CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of real estate and business brokers and salesmen. Before foreign **land** can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

CCR, REGIONAL PROPERTY REGISTRATION Branches I and II phone numbers are 965-6535 & 965-9008 respectively up to Fall, 1978; after then 963-0462 & 963-0466. The branches operate land registry offices throughout Ontario where documents for real property **(land)** and personal property titles are registered and recorded. Registration records may be examined for a fee. In Toronto land registry offices are located at New City Hall with these telephone numbers: Toronto and York Land Titles, 965-5248; Toronto Registry, 965-7553; Toronto Boroughs and York South Registry, 965-7588. Mortgages are normally discharged through a lawyer who prepares the document. The discharge is then registered with the local land registry office. There is a land registry office in each county or district.

416-965-2172

GOVT SERV, PROGRAM MANAGEMENT BR is responsible for the management of all accommodation projects of the Ontario Government. Ensures that all projects are completed on schedule, within the budget, and to the satisfaction of client ministries. Coordinates accommodation projects related to capital accommodation, **land** acquisition for capital projects, leasing, lease-purchase and accommodation alterations. Provides liaison for the Ministry of Government Services with all ministries and government agencies for all accommodation needs.

416-965-4777

GOVT SERV, REALTY SERVICES BR is responsible for the appraisal, negotiation and surveying services required in the acquisition and sale of real estate for most ministries, including **land** required for construction programs. Appraises, negotiates and acquires leased accommodation. Handles interim management of government property and disposes of such through sale or lease. Assists government employees transferred to other locations in Ontario in selling their homes under the Home Owner Employee Relocation Plan (phone: 965-6748). Maintains an inventory of government-owned **land,** buildings, leases and accommodation.

416-965-9819

HOUSING, LAND MARKETING & SURVEYS BR, Land Marketing Program. **Land** developed by the Ministry (or through federal-provincial partnerships) will be sold to builders

for cash. Whenever possible 'no frill' modest housing will be constructed and sold by builders who will be required to arrange their own financing through private lending institutions.

416-294-9176

HOUSING, NORTH PICKERING LAND ACQUISITION and Management Br is responsible for acquiring and managing the Government-owned **land** within the North Pickering planning area on an interim basis pending future development and serves former property owners in North Pickering as well as tenants leasing Government-owned property.

416-965-6283

NAT RES, CONSERVATION AUTHORITIES BR encourages the conservation, development and utilization of water and related **land** resources by providing policy, funding assistance, management and planning direction to Conservation Authorities, autonomous bodies established under the Conservation Authorities Act. Provides grants to support resource management projects initiated and undertaken by the Authorities. These include water and **land** management programs (flood plain mapping, environmental assessment, dams, channel improvements and erosion control structures) and conservation and recreation **land** management programs (reforestation and woodlot management, wildlife management, outdoor recreation information and education).

416-965-2785

NAT RES, FOREST RESOURCES BR grows seedlings in provincial nurseries for the public and Crown reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for **land** acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires **land** for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to prospectors, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown land. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on **land** that was formerly Crown land. Maintains acreage tax rolls; carries out forfeiture process for patented mining lands.

416-965-6225

NAT RES, SURVEYS & MAPPING BR (A) provides topographical and cadastral descriptions of the **land** base. Cartography Section (965-4743) produces planimetric, geological and other thematic maps for ministry field surveys. Drafting Services Section (965-7108) provides drafting, mapping and graphics support to the ministry. Geographical Referencing Section (965-4538) carries out research and development in automated cartography and associated digital information systems. Operates and maintains provincial control survey data bank, sets standards for control surveys and establishes base lines for instrument calibration. Cadastral Surveys Section (965-2714) installs and maintains control surveys. Has data from ministry and private surveyors on resurveys of township boundaries and Crown land

surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Br B for other activities.

416-965-4538

NAT RES, SURVEYS & MAPPING BR (B) provides topographical and cadastral descriptions of the **land** base. Mapping Services Section (965-4941) provides information and liaison on Ontario maps production program. Develops mapping standards and programs and handles contracts with industry for mapping products. The Ontario Centre for Remote Sensing (965-8411) serves the provincial government by providing special-mission aerial photographs, interpretation of air-borne and space-borne imagery. Provides remote sensing information to the public. Nomenclature Section (965-6515) maintains geographical nomenclature of provincial and federal maps, charts, etc. Controls and regulates official names and naming of geographical features, unincorporated populated places and municipalities. See also Nat Res Surveys & Mapping Br A for other activities.

416-965-6616

TE & IA, ONTARIO LAND CORPORATION (OLC) provides financing for **land** assemblies for new towns and industrial parks. Provides financing through Ontario Development Corporation for municipal industrial parks. Holds title to and manages **land** assemblies until assignment to permanent use.

416-248-3213

TR & COMM, PROPERTY BR is responsible for policies and procedures pertaining to the appraisal and acquisition of property required for Ministry programs. This includes expropriation and **land** management. Contact regional offices. In Metro Toronto, call Central Region, 248-3455.

LAND CLAIMS

416-965-6046

NAT RES, OFFICE OF INDIAN LAND CLAIMS researches and responds to specific Indian **land claims** and problems. Keeps the Ministry aware of the possible extent of future **land claims.** Develops Ministry positions and prepares recommendations to Cabinet. Does research in consultation with other ministries, the Federal Government, Indian Band Councils and native peoples associations. On the direction of Cabinet, negotiates the settlement of valid **land claims** with the Indian people involved.

LAND COMPENSATION BOARD

416-965-1012

ATT GEN, LAND COMPENSATION BOARD determines compensation for land taken through expropriation by a Statutory Authority or consent to arbitration under Ontario legislation, for damages for injurious affection to land caused by a Statutory Authority, for personal and business damages, and for disturbance damages. The **Land Compensation Board** provides information on arbitration proceedings for compensation and related matters.

LAND DEVELOPMENT

416-965-0250

HOUSING, COMMUNITY **LAND DEVELOPMENT** BR develops and services land for the Ministry. Provides development services for municipalities on a fee basis when requested. Administers the Municipal **Land Development** Program which provides information and assistance to municipalities in assembly and servicing of land. The branch is also responsible for monitoring the interim management of land owned by Ontario Housing Corporation which is undertaken by the Ministry of Government Services.

416-965-6504

HOUSING, PROJECT EVALUATION BR coordinates technical, municipal and public review and evaluation of the Ministry's **land development** projects. Present projects include Townsend in Haldimand-Norfolk, Malvern in Metro Toronto, Saltfleet near Hamilton and various development and redevelopment proposals.

416-965-1637

HOUSING, PROJECT PLANNING BR provides comprehensive planning services to the Ministry on **land development** and other specific planning projects, based upon thorough physical, social, economic, environmental and engineering analysis. Present projects include Townsend in Haldimand-Norfolk, Malvern in Metro Toronto and Saltfleet near Hamilton, in addition to preparation of detailed urban designs for other development and redevelopment proposals. The branch ensures that the interests of other ministries and levels of government and the public are taken into account as they relate to these projects. A Planning Group in the branch provides planning information on these projects to housing production agencies, Members of Provincial Parliament, government agencies and the public.

LAND FILL SITES

Land Fill Sites, see Waste Disposal Sites

LAND PATENTS

416-965-5741

GOVT SERV, PROTOCOL SERVICES Recording Office prepares, records and microfilms Ontario official documents, e.g. **land patents.** Certifies notarized documents and affidavits that are sent abroad by the public for various purposes. See also Govt Serv Protocol Services Protocol Section, also Scrolls Section.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to prospectors, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown land. Titles Section (965-1319) issues Crown leases, **land patents,** licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls; carries out forfeiture process for patented mining lands.

LAND REGISTRY

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch telephone number changes to 963-0436 Fall, 1978. The program provides a quality control for surveys, plans and description of land including condominiums, for registration in **land registry** offices. Also provides for the confirmation of the true location of boundary lines which have been lost or obliterated. Provides financial assistance under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

416-965-3250

CCR, PROPERTY LAW PROGRAM, Legal & Survey Standards Branch telephone number changes to 963-0423 in Fall, 1978. The Program performs statutory functions of Director of Titles: responsible for legal quality of land registration records and instruments. Drafts amendments to, and regulations under the Land Titles Act, the Registry Act, the Condominium Act, the Boundaries Act and the Certification of Titles Act. Processes applications of title and for conversion of title from the **land registry** system to the land titles system.

CCR, REGIONAL PROPERTY REGISTRATION Branches I and II phone numbers are 965-6535 & 965-9008 respectively up to Fall, 1978; after then 963-0462 & 963-0466. The branches operate **land registry** offices throughout Ontario where documents for real property (land) and personal property titles are registered and recorded. Registration records may be examined for a fee. In Toronto **land registry** offices are located at New City Hall with these telephone numbers: Toronto and York Land Titles, 965-5248; Toronto Registry, 965-7553; Toronto Boroughs and York South Registry, 965-7588. Mortgages are normally discharged through a lawyer who prepares the document. The discharge is then registered with the local **land registry** office. There is a land registry office in each county or district.

LAND SEVERANCE

416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which provides financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing **land severance** policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants. Municipalities are responsible for designating sites for mobile homes by passing zoning bylaws under the Planning Act.

416-965-6418

HOUSING, OPERATIONS & DEVELOPMENT CONTROL BR administers Minister's zoning order, validation, part-lot control and road closing applications. Comments to the Ontario Municipal Board on municipal zoning bylaws. Administers **land severance** applications for Northern Ontario. Processes appeals to the Niagara Escarpment Development Control Regulations. Coordinates the delegation of Minister's powers to local jurisdictions. Provides technical information, administrative support and statistical monitoring for the Plans Administration Div.

LAND SPECULATION TAX

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties or tax, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the **Land Speculation tax** (965-1774).

LAND TAX

416-965-1160

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial **Land Tax** Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Answers questions on corporations tax exemptions under the Venture Investment Corporations Act (965-4040). Also answers **land tax** inquiries from taxpayers in unorganized territories in Ontario and gives corporations tax and **land tax** refunds. For information on Land Transfer and Land Speculation Taxes, call 965-1774.

LAND TRANSFER TAX

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties or tax, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the **Land Transfer Tax** and the Land Speculation tax (965-1774).

LAND USE PLANNING

416-965-1064

AG & FOOD, ECONOMICS BR undertakes research into economic aspects of agriculture including production, marketing, **land use planning,** rural sociology, statistics.

416-965-9433

AG & FOOD, FOODLAND DEVELOPMENT BR reviews official plans, environmental assessments and project proposals for their **land use planning** implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve the productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act which requires licensing of installers of tile drainage systems on agricultural land.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. **land use planning)** Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works,

waste disposal sites, marinas, boating, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. These offices comment on the technical feasibility of new project proposals (e.g. **land use planning)** Each has four sections. The Utility Operations Section provides water and wastewater service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for other two sections.

416-965-5890

HOUSING, LOCAL PLANNING POLICY BR researches, develops policy, and recommends community planning standards to apply at the local government level (municipalities), consistent with provincial objectives. Local planning activities include urban subdivision design, **land use planning** related to aircraft noise, official plan social service policies, noise control through planning, public participation.

416-965-6418

HOUSING, OFFICIAL PLANS BR processes and recommends for approval by the Minister of Housing all official plans and offical plan amendments submitted by municipalities. Answers inquiries from municipalities and the public on **land use planning** matters.

416-965-2899

NAT RES, LAND USE COORDINATION BR establishes methods and procedures to coordinate planning for the use of Crown land. Participates in **land use planning** done by other ministries. Prepares lake plans. Coordinates the preparation of environmental assessments for the Ministry subject to the Environmental Assessment Act, 1975 (965-5344). Coordinates the review of plans of municipalities and other agencies relative to this ministry's plans and programs.

416-965-4641

NAT RES, ONTARIO GEOLOGICAL SURVEY provides information on the geological and mineral resources of Ontario for development of policy on management of non-renewable resources, for **land use planning** and for exploration and development of Ontario's mineral wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques, presentation of classes & lectures on minerals. Analytical laboratory provides identification, chemical analyses and assays of mineral, rock and ore samples. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures, unpublished files and analytical services are used by the public, prospectors, mining companies, universities & government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake & Sudbury districts.

416-965-4251

NAT RES, WILDLIFE BR manages Ontario's wildlife resources: manages habitat; reviews and recommends management practices and policy; recommends and enforces related (e.g. hunting) laws and regulations; manages big game, upland game, waterfowl and endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas for wildlife-oriented recreation. Reviews **land use planning** and resources development in Northern Ontario to ensure that wildlife interests are considered. Conducts research on wildlife management, diseases and behavior (Maple, 832-2761). Fur Section (965-3345) regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

LANDLORD

416-965-7351

ATT GEN, COUNTY AND DISTRICT COURTS have jurisdiction in both civil and criminal cases. Jurisdiction in civil cases is determined by nature of action and by amount claimed; in general the limit is $7,500. Statutes under which the courts handle proceedings include: **Landlord** and Tenant, Change of Name (applications for name changes), Child Welfare (adoptions) and Mental Incompetency (rights of the mentally incompetent). Persons rarely appear without legal counsel and in many cases either party may require trial by judge and jury. Criminal jurisdiction involves handling of trials, with or without jury, of all indictable offences with the exception of murder, piracy on the high seas and sedition. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Elsewhere, contact appropriate county or district court.

416-964-7808

CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a **landlord** may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile homes and some rent-geared-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review **landlord** and tenant-filed application forms regarding rent increases (e.g. tenant appeals against high rent increases). If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

416-964-3556

CCR, RESIDENTIAL PREMISES RENT REVIEW BOARD is an appeal tribunal which hears **landlord** and tenant appeals on decisions of the Ontario Rent Review Program.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (B). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). Under the Rent Supplement Program private **landlord** offers up to 25% of units to house tenants selected from Ontario Housing Corporation (OHC) waiting lists. Tenant pays rent-geared-to-income,

OHC pays subsidy to **landlord.** Under the Private Assisted Rental Program, private **landlord** designs, constructs, owns and operates the project. **Landlord** makes available for a minimum of 15 years up to 100% of the units for rental to applicants from OHC waiting lists. Tenant pays rent-geared-to-income. Applicants in Metro Toronto contact Housing Registry, 965-9915. Elsewhere contact local OHC office or Housing Authority. See also Housing, Community Housing Division (A) for information on other programs.

LASERS

Lasers, see Labour Special Studies & Services Br

LAW ENFORCEMENT

Law Enforcement, see Sol Gen OPP branch name

LAW REFORM

416-965-4761

ATT GEN, ONTARIO LAW REFORM COMMISSION inquires into any matters relating to **law reform,** the administration of justice, judicial and quasi-judicial procedures. The Ontario Law Reform Commission conducts legal research to carry out these functions.

LAW SOCIETY

416-965-2740

ATT GEN, PROFESSIONAL ORGANIZATIONS PROJECT was formed in 1976 to study the administration of statutes dealing with certain professional and self-governing organizations in order to suggest legislation setting the legal framework within which these professions are to operate. The particular statutes being reviewed are Architects Act, **Law Society** Act, Notaries Act (notaries public), Professional Engineers Act and Public Accountancy Act.

LEARNERS PERMITS

416-965-7143

TR & COMM, DRIVER LICENSING OFFICE, Licensing & Control Branch issues an appropriate driver's licence to all eligible applicants in Ontario, including **learners permits,** renewals, replacements and corrections of licences. Collects and refunds appropriate fees to drivers. Maintains statistics on collisions. For driver examination contact regional or district office; in Toronto call Central Region at 248-7163.

LEARNING DISABILITIES

416-965-2663

EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional students outside the normal school structure in schools for the blind and deaf, in developmental centres schools for the retarded, developmentally handicapped and emotionally disturbed, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the deaf. School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of **learning disabilities** the branch provides counselling, resources and

guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students.

LEASING

Leasing government property, see Govt Serv Realty Services Br, Ag & Food Foodland Development Br, Housing North Pickering Land Acquisition and Management Br. Leasing Crown Land, see Nat Res Lands Administration Br.

LEGAL AID

416-361-0766

ONTARIO LEGAL AID PLAN (OLAP) is operated by the Law Society of Upper Canada under authority of the Attorney General. The Ontario **Legal Aid** Act ensures that no one shall be denied the services of a lawyer for lack of money. Every Ontario resident and in certain cases non residents, may apply for legal aid. Qualification is based on need. Local Community & Social Services District Office investigates applicant's finances & reports to the Legal Aid Area Director as to whether applicant pays nothing, a portion, or all costs of the legal aid applied for. The OLAP administers grants to clinics providing legal services to the community. Subsidizes the operation of student **legal aid** societies in six Ontario law schools. For general information on OLAP call 361-0766; to apply for **legal aid** in the Judicial District of York call 598-0200. Elsewhere consult local telephone directory.

LEGAL HOLIDAYS

Legal Holidays, see Labour Employment Standards Br.

LEGAL RESEARCH

416-965-4761

ATT GEN, ONTARIO LAW REFORM COMMISSION inquires into any matters relating to law reform, the administration of justice, judicial and quasi-judicial procedures. The Ontario Law Reform Commission conducts **legal research** to carry out these functions.

LEGAL SERVICES

Legal Services Branch in each ministry counsels the ministry on legal matters including: interpretation of statutes and regulations; preparation and review of proposed legislation, regulations and other legal documents. Supplies the ministry with general legal services such as preparing litigation, settlement of claims, acting at court hearings, etc. Legal Branches are responsible to the Attorney General's Office.

416-965-6805

AG & FOOD, LEGAL BR provides **legal services** for the Ministry of Agriculture and Food. For a description of branch activities, see first entry under Legal Services.

416-963-0348

CCR, LEGAL SERVICES Section provides **legal services** for the Ministry of Consumer and Commercial Relations. For a description of activities see first entry under Legal Services.

416-965-1928

COLL UNIV, LEGAL OFFICER performs **legal services** for the ministry. For a description of functions, see first entry under Legal Services.

416-965-5147
COMM SOC, LEGAL SERVICES BR provides **legal services** for the Ministry of Community and Social Services. For a description of branch activities, see first entry under Legal Services.

416-750-3319
CORR SERV, LEGAL SERVICES BR provides **legal services** for the Ministry of Correctional Services. For a description of branch activities, see first entry under Legal Services.

416-965-5793
CULT & REC, LEGAL SERVICES BR provides **legal services** for the ministry and its agencies. For a description of branch activities see first entry under Legal Services.

416-965-2060
EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing **legal services** to the Ministry of Education, provides information and advice to school boards, municipalities, teachers and the public about education statutes (e.g. provision of French language education) that affect their rights, duties and responsibilities.

416-965-2684
ENV, LEGAL SERVICES BR provides **legal services** for the ministry. For a description of branch activities see first entry under Legal Services.

416-965-1141
GOVT SERV, LEGAL BR provides **legal services** for the ministry in the areas of conveyancing and contracts, e.g. the acquisition (including expropriation), sale and lease of land, buildings negotiation and formulation of building contracts, computer contracts and contracts for other types of services. Provides legal opinions relating to pension benefits and litigation relating to the collection of outstanding accounts.

416-965-2477
HEALTH, LEGAL BR provides **legal services** for the Ministry of Health. For a description of branch activities, see first entry under Legal Services.

416-965-9849
HOUSING, LEGAL SERVICES BR provides **legal services** for all branches of the Ministry of Housing including the Ontario Housing Corporation and the Ontario Mortgage Corporation. For a description of activities see first entry under Legal Services.

416-965-6625
LABOUR, LEGAL BR provides **legal services** for the Ministry of Labour. For a description of branch activities, see first entry under Legal Services.

416-965-2748
NAT RES, LEGAL SERVICES BR provides **legal services** for the Ministry of Natural Resources. For a description of branch activities, see first entry under Legal Services.

416-965-1264
REVENUE, LEGAL SERVICES BR provides **legal services** for the Ministry of Revenue. For a description of branch activities, see first entry under Legal Services.

416-965-3440
SOL GEN, LEGAL SERVICES provides **legal services** for the Ministry. For a description of functions, see first entry under Legal Services.

416-965-6926
TE & IA, OFFICE OF LEGAL SERVICES provides **legal services** for the Ministry of Treasury, Economics and Intergovernmental Affairs, the Niagara Escarpment Commission, the Parkway Belt Planning Area, the Ontario Economic Council and the Ministry of Northern Affairs, including Ont. Northland Transportation Commission. For a description of branch activities, see first entry under Legal Services.

416-248-3617
TR & COMM, OFFICE OF LEGAL SERVICES provides **legal services** for the ministry. See first entry under Legal Services for description of functions. Insurance & Claims (248-3127) handles insurance claims against the Crown for injuries and property damage arising from accidents on provincial highways or involving government vehicles, as well as claims by the Crown for damage to highway property or government vehicles excluding OPP vehicles.

LEGISLATION

416-965-2841
ATT GEN, LEGISLATIVE COUNSEL SERVICES provides legislative advisory services to members of provincial parliament (MPP), government Ministers and Ministries. Drafts **legislation** (bills and regulations), prepares annual statute books and files and publishes regulations. For information on regulations, contact 965-2854.

416-965-6271
ATT GEN, POLICY DEVELOPMENT DIV duties include: research into and analysis of all aspects of the administration of justice in Ontario, continual review of the statutes administered by the ministry, developing its legislative program, and advising the Attorney General and his Deputy on the progress of bills during **legislation.** Operates the ministry library which serves the Crown Law Office and field offices.

416-965-1406
LEGISLATIVE ASSEMBLY, CLERK'S OFFICE. The Clerk is the principal Officer of the Legislative Assembly and is responsible for procedure and the daily publication of the Order Paper and Votes and Proceedings, the official record of the activities of the Legislature. The Clerk's Office will answer questions about the status of **legislation** before the Legislature, rules pertaining to Private Bills and select and standing committees. Also provides certified copies of bills.

LEGISLATIVE ASSEMBLY ADMINISTRATIVE

416-965-9489
LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated administrative services for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides information service to visitors on Ontario Travel and the Parliament Buildings and direction to various government offices. Bilingual guides are available. Stewards Services

(965-7651) administers the Press Gallery Lounge and the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clippings from Ontario newspapers.

LEGISLATIVE ASSEMBLY CLERK'S OFFICE

416-965-1406

LEGISLATIVE ASSEMBLY, CLERK'S OFFICE. The Clerk is the principal Officer of the Legislative Assembly and is responsible for procedure and the daily publication of the Order Paper and Votes and Proceedings, the official record of the activities of the Legislature. The Clerk's Office will answer questions about the status of legislation before the Legislature, rules pertaining to Private Bills and select and standing committees. Also provides certified copies of bills.

LEGISLATIVE ASSEMBLY HANSARD

416-965-1456

LEGISLATIVE ASSEMBLY, HANSARD Reporting Service covers all sittings of the Legislature of Ontario and selected committees and publishes an Official Report (Hansard). The final printed Hansard is distributed to each Member of Provincial Parliament (MPP) and is available from the Ontario Government Bookstore, 880 Bay St., Toronto, telephone 965-2054, and in most libraries. For subscriptions contact Sessional Subscription, Print Procurement Service, Min. of Government Services, 9th floor, Ferguson Block, Queen's Park (965-2238).

LEGISLATIVE ASSEMBLY LEGISLATIVE LIBRARY

416-965-4545

LEGISLATIVE ASSEMBLY, LEGISLATIVE LIBRARY provides an information service to each Member of Provincial Parliament (MPP) and staff members of Ontario ministries and agencies. As well as books in the social sciences and law, the Legislative Library has a large collection of Ontario, Canadian and United States government publications, and all the major Ontario daily and weekly newspapers.

LEGISLATIVE ASSEMBLY ONTARIO ELECTION OFFICE

416-965-6831

LEGISLATIVE ASSEMBLY ONTARIO ELECTION OFFICE serves government ministries and agencies and the public by providing information relating to legislation and procedures for votes taken at a General Election or By-Election under the Ontario Election Act. To find out name, telephone number and contact address of the Members of Provincial Parliament (MPP) in one's electoral district, phone the Election Office. Historical information on previous elections, Legislatures and Cabinets also available.

LEGISLATIVE ASSEMBLY SPEAKER'S OFFICE

416-965-2331

LEGISLATIVE ASSEMBLY, SPEAKER'S OFFICE. The Speaker of the Assembly is its Chief Presiding Officer and is responsible for both policy and operations. The Speaker is also Chairman of the Board of Internal Economy that governs financial affairs of the Assembly including review of estimates. The office includes the Sergeant-at-Arms of the Assembly as well as the pages employed during sessions and provides information on the schedule of sittings and sessions of the Legislature. Other offices reporting to the Assembly through the Speaker include those of the Provincial Auditor, Ombudsman, Election Office, Commission on Election Contributions and Expenses.

LEGISLATIVE BUILDING

416-965-6415

GOVT SERV, LEGISLATIVE SERVICES BR provides housekeeping, maintenance, steward and messenger services and support services to the Lieutenant Governor, Office of the Premier, Office of the Speaker and each Member of Provincial Parliament (MPP) in the **Legislative Building.** The Media Studio and its physical facilities (965-1164) are for the use of MPP's.

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated administrative services for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the **Legislative Building** for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides information service to visitors on Ontario Travel and the Parliament Buildings and direction to various government offices. Bilingual guides are available. Stewards Services (965-7651) administers the Press Gallery Lounge and the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clippings from Ontario newspapers.

LEISURE

Leisure, see Ontario Research Council on Leisure, Recreation.

LEPROSY

Leprosy, see Health Community Health Protection Communicable

LETTERS PATENT

416-963-0387

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues **letters patent** (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-963-0543

CCR, COMPANIES SERVICES BR CORPORATION INFORMATION section deals with corporations in their filing of notices of change, by-laws, special resolutions, cancellation of charters (**letters patent**, certificates of incorporation) and extra-provincial licences. Also deals with arrears statements re notices of change, default notices and revival of corporations.

LIBERAL PARTY CAUCUS OFFICE

416-965-1676

LIBERAL PARTY CAUCUS OFFICE. Each Member of Provincial Parliament (MPP) belonging to the Liberal Party belongs to the Liberal Party Caucus. In the June 9, 1977 provincial election, the Liberal Party became the Official Opposition in the Ontario Government. The Caucus Office responds to inquiries and requests for assistance from the public and from other governmental jurisdictions. Reviews input from the public on matters of provincial jurisdiction.

LIBRARIES

Libraries in Ontario Government, see Library.

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres (965-8433), sports facilities, arts facilities such as concert and exhibition halls, theatres, museums, heritage conservation projects, facilities for **libraries** and multicultural centres. Contact regional offices or main office.

416-965-2696

CULT & REC, PROVINCIAL LIBRARY SERVICES is responsible for assistance to public **libraries** throughout Ontario. Provides grants, by-laws and statistics and other information assistance. Maintains close liaison with associations related to library functions and develops library services on a province-wide basis. Publishes the Ontario Library Review and In Review: Canadian Books For Children.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital sports, recreation, fitness, arts, heritage, **libraries,** multicultural and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-2069

GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms and purchases printing services from the private sector as required by ministries and agencies. Handles contracting for all legislative printing including the Ontario Gazette and provides subscriptions to Hansard, Bills, Votes and Proceedings and Order Papers (965-2238). Publishes the Ontario Government Telephone Directory (965-3004). Duplicating Service (965-2211) provides an in-plant facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through the Publications Centre (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for cataloguing, inventory control and distribution of Ontario Government publications to the public, other ministries and agencies and to **libraries** through a province-wide library depository system.

LIBRARY

Library, for programs re Libraries in general, see Libraries

416-965-5961

AG & FOOD, ADMIN SERVICES BR supplies the ministry with administrative services including computer systems development and data processing. Also operates ministry **library** (965-1816). For further description of functions see first entry under Administrative Services.

416-965-6271

ATT GEN, POLICY DEVELOPMENT DIV duties include: research into and analysis of all aspects of the administration of justice in Ontario, continual review of the statutes administered by the ministry, developing its legislative program, and advising the Attorney General and his Deputy on the progress of bills during legislation. Operates the ministry **library** which serves the Crown Law Office and field offices.

416-963-1111

CCR, CONSUMER INFORMATION CENTRE, part of Communications Services Branch, provides bilingual consumer information service for the general public, a **library** of consumer and corporate resource materials, previewing of materials by mail for consumer educators, and consulting services to professionals working with consumers in the field.

416-965-1463

CIV SERV, ADMIN SERVICES BR provides and coordinates support services to the Civil Service Commission and also provides specified coordinated services on behalf of the Commission to the ministries. Program Analysis Section (965-5404) provides budgetary services through advice, audit, analysis and control. Personnel Data Systems Section (965-1401) provides technical advice on systems applications and maintains public service position organization and employee data for use of authorized Commission staff. Manual of Administration Section (965-4768) edits, publishes and distributes manuals on policies of the Commission. **Library** (965-7096) maintains a reference source on personnel administration and management literature. Other sections in this branch are described under Civ Serv, Admin Services Br, Section Name.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR. Information Services Section performs duties described in first entry under Information Service, particularly as they relate to the Ontario Student Assistance Program (student awards), apprenticeship (manpower training), and post-secondary educational institutions such as universities, Ryerson Polytechnical Institute, Ontario College of Art, Colleges of Applied Arts and Technology, and registered private vocational schools. The **Library** Services Section (965-1451) runs a specialized library and provides reference services. The Data Systems Section (965-5477) maintains statistics on enrolment of students in post-secondary educational institutions throughout the province and provides statistical data support for the ministry's planning, policy-making and administrative activities. The Review and Development Section (965-5477) provides the ministry with consulting services related to design, development and implementation of research projects.

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private charitable organizations, develops policy on and subsidizes Homes For The Aged, residential care, extended care, foster or satellite homes and social services for senior citizens. Subsidy is in the form of capital and operating grants. Assists in community outreach programs and alternatives to institutional care projects, e.g. meals-on-wheels, day care, vacation care. Other programs include: capital and operating grants for Elderly Persons Centres and senior volunteers. Cooperates with other ministries and groups in retirement planning. Conducts Long-Term Study on Aging (965-5103). Provides grants for research on aging and related facilities including the J. W. Crane Memorial **Library** of Geriatrics and Gerontology (367-8867). Contact district office.

416-750-3366

CORR SERV, PROGRAM CONSULTATION & DEVELOPMENT DIV provides consultative services to programs of the Ministry. Consultants in psychiatry, dentistry, psychology, social work and chaplaincy are responsible for planning and supervision of services in these fields. **Library** Services Br (750-3481) provides library services to inmates under the Ministry's jurisdiction. Branches in this division are described separately in this index. See Corr Serv: Education Br, Food Services Br, Industrial Programs Br, Nursing Br, Recreation Br, Staff Training & Development Br and Volunteer Programs Br.

416-965-1192

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and assistance in gaining access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference **library** (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

705-526-7838

CULT & REC, HURONIA HISTORICAL PARKS. The Ministry operates & maintains historic sites at Midland, Sainte Marie among the Hurons and at Penetanguishene, the Historic Naval & Military Establishments. Ste-Marie, once a 17th century French Jesuit mission, has been reconstructed on its original site. The Naval & Military Establishments is a restored & reconstructed 19th century British naval base & military garrison. Both are open to the public mid-May to Labour Day; Ste Marie is open until the Canadian Thanksgiving. The historical attractions are operated to promote an appreciation of the native Indian, French & British heritage of the Huronia. Costumed staff demonstrate skills & crafts of the eras. A resource **library,** open to the public by appointment, provides information on sites planning & programming. Contact Huronia Historical Parks, P.O. Box 160, Midland, Ont. L4R 4K8 (705-526-7838).

416-965-6763

CULT & REC, RESOURCE CENTRE and **Library** under the Administrative Services Br maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-6407

EDUC, COMMUNICATIONS SERVICES BR is the information service for the Ministry of Education. For a description of activities see first entry under Information Service. In addition its **Library** Services Section provides the Ministry of Education with library services, a newspaper clipping service, conference information, and selective dissemination of information relevant to ministry projects.

416-965-2459

ENERGY, THE MINISTRY OF ENERGY ensures that Ontario receives an adequate and secure supply of energy at reasonable prices with an acceptable environmental impact. To fulfill this responsibility the Ministry works with other ministries and agencies of the government and with the energy sector more as a catalyst than as an operating agency. Functions include reviewing and advising on energy matters and policy; maintaining liaison between the government and Ontario Hydro Corporation; applying policy by coordinating the government's energy-related activities and by interventions before provincial and federal tribunals. Reports to the Legislature for Ontario Hydro and the Ontario Energy Board, both of which function independently of the ministry. Operates a **library** (965-9174). For general information service contact 965-2459. For information on energy conservation and renewable energy (e.g. home insulation, solar energy), contact 965-3246.

416-965-7117

ENV, INFORMATION SERVICES BR is the information service for the Ministry of the Environment. For a description of activities, see first entry under Information Service. Technical **library** at 135 St. Clair Ave. West (965-7978) and another at Resources Rd. (248-3408) are both open to the public.

416-595-6100

HEALTH, ADDICTION RESEARCH FOUNDATION (ARF) conducts research and demonstration treatment, provides educational and consultative services, and publishes material in the field of alcohol and drugs. Information is available about various social services for people concerned with psychoactive drugs including alcohol. The **library** of the Addiction Research Foundation has an extensive collection of research reports, books and audio-visual material and is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for alcoholics and drug abusers and addicts is available through the Clinical Institute (595-6021), an 80-bed research and teaching hospital affiliated with University of Toronto. Community consultation and treatment referral is available from ARF branches throughout Ontario.

416-965-5051

HEALTH, SUPPLY AND SERVICES BR provides the Ministry with administrative services (see first entry under Administrative Services for description of functions). In addition, the Branch is responsible for the government pharmacy and medical stores (248-3084), microrecording service including health insurance microfilms (965-8242), the Ministry **Library** (965-7881), support services such as motor vehicle liability insurance, accident claims reports, motor vehicle licences, parking licences.

416-965-4566

IND & TOUR, MANAGEMENT SERVICES BR provides the ministry with administrative services. See first entry under Administrative Services for a description of this function. Also provides the ministry with foreign language services (965-1587). Operates a **library** (965-3365) that has information on international trade, technology, tourism, small business, industry and related subjects. Permits access to its facilities for research purposes.

416-965-6101

LABOUR, LABOUR RESEARCH BR provides information on wages, labour relations, safety, collective bargaining, working conditions, unemployment, labour market conditions.

Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (965-6886). Maintains a **library** containing labour related material (965-1641).

416-965-4545

LEGISLATIVE ASSEMBLY, LEGISLATIVE **LIBRARY** provides an information service to each Member of Provincial Parliament (MPP) and staff members of Ontario ministries and agencies. As well as books in the social sciences and law, the Legislative **Library** has a large collection of Ontario, Canadian and United States government publications, and all the major Ontario daily and weekly newspapers.

416-965-2756

NAT RES, INFORMATION SERVICES BR is the information service for the Ministry of Natural Resources. Ministry **library** services are part of the branch: Resources (965-6310), Mining (965-1352), Research (Maple 832-2761). For a description of activities, see first entry under Information Service.

416-965-2099

REVENUE, COMMUNICATIONS GROUP provides information service concerning programs and policies to the media, the public and internal branches. Prepares informative literature, news releases, speeches and minister's statements on request. Participates in development of Ministry bilingual programs. Maintains a newspaper clipping service and **library** (965-3892) covering aspects of tax, property assessment, public finance, legislation and government and business administration. Manages Ministry advertising. For description of information services function, see first entry under Information Service.

416-965-2111

ROYAL COMMISSION ON ELECTRIC POWER PLANNING was established in 1975 to inquire into the long-range planning of Ontario's electric power system. It will examine the long-range planning concepts of Ontario Hydro and relate them to the broad range of provincial planning, the use of electrical energy and to environmental, energy and socio-economic factors. Will report on its conclusions relating to nuclear power by June 30, 1978. The Commission funds several interest groups for research activities and assists them in participation at commission hearings. Operates a **Library** and Information Centre. To obtain materials and submissions from previous hearings, contact the Royal Commission office at 14 Carlton Street, 7th Floor, Toronto, M5B 1K5. Reports to the Legislature through the Provincial Secretary for Resources Development.

416-965-2314

TE & IA, LIBRARY SERVICES BR operates a **library** which has reference materials for use by the Ministry and its agencies, and to a lesser extent, by other provincial and federal ministries. The **Library** has three indices which may be of interest to municipalities and the public: an index to the Private Acts of Ontario since 1867; an index and History of Incorporation for Ontario Municipalities since 1792; an index to unincorporated places in Ontario. Questions on annexations, amalgamations, dissolutions of municipalities, e.g. to which county or district certain townships, villages, towns and cities belong, can be answered by this branch.

416-248-3178

TR & COMM, SUPPLY & SERVICES BR provides the ministry with various services. Purchasing & Supply Office (248-3361) purchases government vehicles, construction, mainte-

nance & operating supplies & equipment. General Services Office (248-3853) runs a garage and instrument repair service; controls movable assets. Tenders Section (248-3651) advertises and supplies information on construction & supply contracts; conducts openings of tenders. Disposal Section (248-3725) auctions off government vehicles. Special Services Office (248-3364) provides administrative services including accommodation design; establishes sites for and inspects freeway service centres; provides telecommunication services and remote airport directional systems. Records Services Office (248-3531) prepares manuals, publications, maps (including Ontario road maps) & photographs for ministry and public distribution; performs records management & has a reference **library** (248-3591). Graphic Services Office (248-3557) provides art, display, reproduction facilities.

LICENCE OF OCCUPATION

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to prospectors, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown land. Titles Section (965-1319) issues Crown leases, land patents, **licence of occupation.** Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls; carries out forfeiture process for patented mining lands.

LICENCES

Licences, see also Extra-Provincial Licences. See also specific activity being licensed, e.g. Employment Agencies.

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls dealers of fruit & vegetables. Issues **licences** to nurseries, and controls disease found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) production, packaging, wholesaling and retailing. Contact county or district office.

416-965-2124

AG & FOOD, FARM PRODUCTS MARKETING BOARD administers the Farm Products Marketing Act which requires **licences** of dealers of all regulated food products and processors of some regulated commodities such as asparagus, apples, grapes, tender fruit, potatoes, vegetables, soybean, pork and turkey. Regulation is conducted through marketing plans administered by a producer marketing board. A list of these boards is kept by this office.

416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and improvement programs, and grants for Ontario producers. Maintains laboratories where milk samples are tested for butterfat content and a laboratory

where feed samples are analyzed. This branch is responsible for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. The Artificial Insemination of Livestock Act requires **licences** for persons acting as artificial inseminators or conducting an inseminating or a semen producing business. Under the Provincial Auctioneers Act the branch issues **licences** to sell pure-bred livestock by public auction in Ontario.

416-965-3107

AG & FOOD, MILK COMMISSION OF ONTARIO develops policy for producing, processing and marketing milk and dairy products. Serves as an appeal tribunal for anyone within the industry aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch (e.g. licensing of plants manufacturing oleomargarine and edible oils). Also interprets the Milk Act and its regulations for the public. The Commission issues **licences** to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

416-965-2411

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. Provides for inspection of all dairy farms and monthly testing of raw milk. Arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues **licences** and regulates plants manufacturing milk products, oleomargarine and edible oils. The laboratory in Guelph analyzes all samples for butterfat, protein and lactose and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control disease of poultry; and the Fur Farms Act, requiring **licences** of fur farmers.

416-965-5841

AG & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION issues **licences** to and inspects slaughtering plants except those registered under the Meat Inspection Act (Canada), and those engaged solely in slaughtering animals exempted by regulations under the Act.

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts concerning these veterinary requirements: vaccination of cattle to control brucellosis, **licences** for livestock community sales and those involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle, sheep and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Inspects and issues **licences** to riding horse establishments, dog

pounds and suppliers of laboratory animals. Licenses those other than pharmacists & veterinarians who sell livestock medicine. Requires registration of facilities that use animals for research.

416-963-0387

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for **licences** in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-963-0373

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, **licences** in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by corporations, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-963-0515

CCR, CREDIT UNIONS BR supervises, requires **licences** and sets minimum standards for credit unions and caisses populaires. These standards govern the incorporation, management audit and dissolution of credit unions.

416-965-7627

CCR, ENERGY SAFETY BR which administers the Ontario Energy Act, strives to prevent loss of life, bodily injury and property damage by controlling safety hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and **licences** (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-963-0471

CCR, FINANCIAL INSTITUTIONS DIV issues **licences** to and regulates loan companies, insurance companies, investment contract companies, trust companies, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes, and on deposits and mortgages with loan and trust companies. Licenses insurance agents, brokers, salesmen, adjusters and investigates complaints. Deposits in credit unions and caisses populaires are insured with the Ontario Share & Deposit Insurance Corporation (OSDIC) (759-9778).

416-965-4654

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews, transfers, suspends and revokes liquor **licences** for on-premise sale and consumption of alcohol, including special occasion permits. The Liquor Licence Board also regulates advertising for and inspects all licensed establishments. Age of Majority Cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from liquor stores and brewers retail outlets. For information on obtaining liquor **licences** call 965-4691; Age of Majority Cards, 965-4694; special occasion permits, 965-4675; advertising, 965-3450; inspections, 965-4666.

416-963-0272

CCR, LOTTERIES BR issues **licences,** supervises and controls all lottery operators in Ontario. These include bingos, raffles and games of chance operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

416-963-0520

CCR, ONTARIO RACING COMMISSION (ORC) promotes the proper management of horse racing and the orderly behaviour and integrity of participants. Issues **licences** to participants and encourages the improvement of the quality of horses that race. Contact judges and stewards at race tracks or the head office of the Ontario Racing Commission.

416-965-4188

CCR, OPERATING ENGINEERS BR promotes safety in the operation of power plants by examining, certifying and issuing **licences** to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

416-965-4121

CCR, PRESSURE VESSELS BR strives to minimize the risk of loss of life and property arising from the operation of boilers and pressure vessels. Reviews designs and welding procedures. Inspects workshops during fabrication and installation. Also qualifies and issues **licences** to welders. Inspects uninsured vessels periodically, and all vessels before and after major repairs. Investigates accidents. Contact Queen's Park or regional offices.

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario theatres. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues **licences** to theatres, drive-in theatres, film exchanges, videotape machines, 8mm and 16mm projectors. Also examines and licenses projectionists. Approves motion picture advertising and classification.

416-965-4490

CULT & REC, HISTORICAL PLANNING AND RESEARCH BR provides research and information on historical and archaeological resources necessary in the planning and development of Ontario government programs, e.g. environmental assessments involving heritage landscapes. Provides the Ontario Heritage Foundation with professional archaeological assistance (e.g. granting program). Answers inquiries about archaeological **licences.** Contact Regional Archaelogists (South Central Region, Toronto 965-8258).

416-965-9504

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing archaeological **licences** and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical or architectural significance. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

416-965-2401

ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of pesticides to control pollution. Issues **licences** for use and sale of pesticides (e.g. pest exterminators). Has publications on, and answers inquiries about, control of household pests, insects, etc. In conjunction with municipalities provides grants for termite control. Contact regional office.

416-965-2105

ENV, WATER RESOURCES BR HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues **licences** to contractors of water wells and participates in policy making and application of the water taking permit program. Contact regional office.

416-965-4063

HEALTH, INSPECTION BR LABORATORY LICENSING Service issues **licences** to and inspects medical laboratories to ensure development and maintenance of high standards of medical laboratory services and to encourage most economical use of available resources. Private and hospital laboratories are inspected annually, or as necessary, and facts on all aspects of laboratory operation are gathered. Also issues **licences** to specimen collection centres (bleeding stations).

416-965-3475

IND & TOUR, TOURISM OPERATIONS BR advises tourism establishment owners and prospective entrepreneurs, municipal officials, chambers of commerce, local tourism groups and regional travel associations on planning, development and marketing of tourist facilities, attractions and events. Operates travel information centres with year-round travel counsellors at major border crossing points, and 30 summer travel centres located at secondary border crossings and along Highway 401. Issues **licences** to tourism establishments and takes complaints about them. Assists with the implementation of Ontario Travel Association Program (OTAP). Reference materials, publications, and statistics available. Contact Regional Office.

416-965-2761

NAT RES, FINANCIAL SERVICES BR, besides the financial management and accounting functions as outlined in the first entry under Accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife **licences** and sundry other cash receipts. To secure hunting licence contact 965-2814 or regional or district offices.

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, **licences,** fish farming regulations, fish identification and conservation, hatcheries and sanctuaries, lamprey identification, mercury levels, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The branch conducts biological and environmental research and provides information on scientific fish management (Maple, 832-2761). Can also supply information

on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides liaison with the Federal government on boating restriction regulations and Small Craft Harbours and answers related inquiries (965-7887). Contact district offices.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing **licences** to prospectors, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown land. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls; carries out forfeiture process for patented mining lands.

416-965-1559

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains statistics on mineral economics (965-1016) and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery **licences.** Administers the Pits & Quarries Control Act (965-3127), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues **licences** to lease property for the purpose of producing natural gas or oil or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

416-248-7146

TR & COMM, HIGHWAY CARRIER LICENSING SECTION, Licensing & Control Branch issues **licences** to public vehicles (PV), e.g. bus and charter operations and to public commercial vehicles (PCV), e.g. trucks, truck tractors and freight forwarders operating in Ontario beyond the urban municipality. Applications for cartage **licences** within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.

416-965-1845

TR & COMM, ONT HIGHWAY TRANSPORT BOARD, an administrative tribunal, serves the people of Ontario by certifying to the Minister of Transportation & Communications the public necessity and convenience of transportation services on highways, resulting in the issuance of **licences** (e.g. Public Vehicles & Public Commercial Vehicles) for the carriage of goods and/or passengers for compensation.

416-965-7168

TR & COMM, VEHICLE LICENSING & CONTROL OFFICE, Licensing & Control Branch registers and issues **licences** for all motor vehicles, trailers and snow vehicles (e.g. snowmobiles). Licenses premises used for repairing motor vehicles (e.g. garages); licenses all for-hire truck operations under the Public Commercial Vehicles (PCV) Act and all bus and charter operations under the Public Vehicles (PV) Act (see Tr & Comm Highway Carrier Licensing Section). Although management and control of program is administered at Queen's Park, licensing is available throughout Ontario through agents at 300 locations. For questions on how to get **licences** for vehicles and garages contact local agent or Agents Issuing Section 965-1226, Queen's Park Licensing 965-2206, or Downsview Motor Vehicles Licensing 248-

7171, Highway Carrier Licensing (PCV & PV) 248-7146. For information on ownership of vehicles see TR & COMM Vehicle Records & Information.

LIENS

416-965-7655

CCR, PERSONAL PROPERTY REGISTRATION Branch (phone no. changes to 963-0451 Fall, 1978) operates the Personal Property Security Registration System (PPSR) in which the lender of money can record security interests in personal property (e.g. motor vehicles) when property is sold 'on time' or pledged as security for a loan. System also provides an inquiry capability so that a third person can protect himself from security interests or **liens** when buying personal property or accepting it as collateral for a loan. Inquire through owner's name or motor vehicle serial number by telephone for Deposit Account Holders or in person & by mail upon payment of a fee. Contact local PPSR branch. In Toronto call 965-7359 (963-0461 effective Fall, 1978). System serves the financial community, vehicle dealers, the public. The document creating the security interest is a security agreement (includes chattel mortgage, conditional sale contract, assignment of book debts). The document that is registered is a financing statement.

416-965-1160

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of **liens** on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Answers questions on corporations tax exemptions under the Venture Investment Corporations Act (965-4040). Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives corporations tax and land tax refunds. For information on Land Transfer and Land Speculation Taxes, call 965-1774.

LIMITED COMPANIES

Limited Companies, see Corporations, also Partnerships

LIQUOR

416-965-7523

ATT GEN, PROVINCIAL COURTS CRIMINAL DIV, METRO Toronto deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Courts offices (965-7534 if paid in person; 965-7515 if paid by mail). Summons Issuance (965-2177) issues summonses for minor criminal and **liquor** law violations. For inquiries re: payment of fines following conviction and driver's licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the court's branches or to the Bail Office (965-7522). Civil marriages are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-965-4911

CCR, LIQUOR CONTROL BOARD OF ONTARIO (LCBO) oversees the distribution and sale of **liquor** (spirits, alcohol, ale, beer and wine) for home consumption and to licensed establishments through government stores throughout Ontario. The LCBO imports special

orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto and eventually in Ottawa, to stock only high quality products in limited supply (965-0153). Consultants are available in liquor stores in some metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell **liquor** to foreign-bound passengers.

416-965-7798

CCR, LIQUOR LICENCE APPEAL TRIBUNAL holds public hearings on any appeal from persons aggrieved by **Liquor** Licence Board's decisions to: refuse to issue, renew or approve a transfer of a licence; suspend, revoke or refuse to renew a manufacturer's licence; temporarily suspend a licence or permit in the public interest; impose terms and conditions on an individual; refuse to register an agent or representative; issue an interdiction order; issue an Order of Cessation of advertisement or public notice.

416-965-4654

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews, transfers, suspends and revokes **liquor** licences for on-premise sale and consumption of alcohol, including special occasion permits. The Liquor Licence Board also regulates advertising for and inspects all licensed establishments. Age of Majority Cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from liquor stores and brewers retail outlets. For information on obtaining **liquor** licences call 965-4691; Age of Majority Cards, 965-4694; special occasion permits, 965-4675; advertising, 965-3450; inspections, 965-4666.

416-965-8114

SOL GEN, OPP, SPECIAL INVESTIGATION BR provides assistance to Crown attorneys and law enforcement agencies including Chiefs of Police and other government agencies which deal with **liquor** licensing, **liquor** laws infractions, gambling, and suppression of illegal drugs.

LITTER

Litter, see Waste

LIVESTOCK

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their **livestock,** soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H (4-H) and Junior Farmers programs which provide agricultural and leadership training as well as social benefits for youth in rural areas. The branch is headquarters for the Junior Farmers' Association of Ontario. Contact AG REPS in county or district offices.

416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of **livestock** and high quality livestock products through extension and improvement programs, and grants for Ontario producers. Maintains laboratories where milk samples are tested for butterfat content and a laboratory

where feed samples are analyzed. This branch is responsible for acts affecting **livestock** producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. The Artificial Insemination of Livestock Act requires licences for persons acting as artificial inseminators or conducting an inseminating or a semen producing business. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred **livestock** by public auction in Ontario.

416-767-1163

AG & FOOD, ONTARIO STOCK YARDS BOARD operates under the federal Livestock & Livestock Products Act because of interprovincial trade. Some of the duties of the Ontario Stock Yards Board are to provide facilities for the weighing of **livestock** and supervising all scale operations. Sales agencies operating in the yard are licensed by the board to act as representatives in the selling of **livestock.**

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six laboratories that provide assistance to the **livestock** industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control disease of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts concerning these veterinary requirements: vaccination of cattle to control brucellosis, licences for **livestock** community sales and those involved in disposing of dead animals. Compensates owners of **livestock** that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle, sheep and swine. Provides grants to finance veterinary service in designated areas where **livestock** farms are sparsely located. Inspects and issues licences to riding horse establishments, dog pounds and suppliers of laboratory animals. Licenses those other than pharmacists & veterinarians who sell **livestock** medicine. Requires registration of facilities that use animals for research.

LOAN COMPANIES

416-963-0471

CCR, FINANCIAL INSTITUTIONS DIV issues licences to and regulates **loan companies,** insurance companies, investment contract companies, trust companies, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes, and on deposits and mortgages with loan and trust companies. Licenses insurance agents, brokers, salesmen, adjusters and investigates complaints. Deposits in credit unions and caisses populaires are insured with the Ontario Share & Deposit Insurance Corporation (OSDIC) (759-9778).

LOANS

Loans, see also Grants, Financial Assistance.

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance (student awards) as **loans,** grants or bursaries to Ontario students studying at colleges and universities. Administers four plans based on financial need under the Ontario Student Assistance Program: Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan and Ontario Special Bursary. The branch also awards fellowships or scholarships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships; and has programs for students and teachers for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, and Summer Language Bursary program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-965-7635

CULT & REC, HERITAGE ADMIN BR, ARCHITECTURAL Conservation Section provides technical support for Ontario Heritage Foundation grants or **loans** to encourage architectural conservation or preservation of buildings of historical and/or architectural significance. Helpful advice on preservation is offered to organizations and individuals, including assistance with the establishment of local architectural conservation advisory committees and programs. See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Historical for other activities of the branch.

416-965-9504

CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing archaeological licences and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Provides grants or **loans** for architectural conservation to encourage renovation of buildings of historical or architectural significance. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

416-965-2611

EDUC, FINANCIAL MANAGEMENT BR, besides the normal functions of financial management (965-2611) and accounting (965-2612), collects outstanding **loans** made under the Ontario Student Aid Loan Plan, a student aid program discontinued in 1964. Also collects fees for teachers' colleges and summer courses offered to teachers and for duplicates of students' transcripts and teachers' certificates.

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (A). This branch administers programs designed to upgrade existing housing and to help generate programs that will improve the total environment of these homes. The Ontario Home Renewal Program (OHRP) provides per-capita grants to municipalities to administer directly as **loans** to owner-occupants whose adjusted annual family income is under $12,500. In unorganized territories OHRP is administered through Northern Affairs' Community Service Offices. See also Housing Community Renewal Br (B).

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (B). This branch administers programs designed to improve downtown or business districts. Section 361 of the Municipal Act permits concerned businessmen to establish improvement areas and raise funds to improve and beautify municipally owned lands, buildings and structures in the area. The Ontario Downtown Revitalization Program helps municipalities with a maximum population of 125,000 to receive public investment for 'seeding' projects to restore confidence in a community's core area. Subject to availability funds are provided by the province in the form of partially recoverable **loans** up to a maximum two-thirds of the approved cost of the project. See also Housing, Community Renewal Br (A).

416-965-4622

IND & TOUR, DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by providing: financial assistance through incentive and term **loans** and bank guarantees; sites, facilities and services in two industrial parks; technical, business and financial information and advice. Tourism operations, secondary manufacturing industries and service industries allied to manufacturing may avail themselves of this service. **Loans** are available for establishing new operations, expanding present operations, introducing new products and technology, financing exports, purchasing and installing pollution control and energy conservation equipment. Contact corporation regional office.

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturing industry, associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage the film industry in Ontario. The Section assists in the review and preparation of applications for **loans** and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

416-965-1671

TE & IA, MUNICIPAL FINANCE BR analyzes and evaluates the financial performance of Ontario's local governments; develops budget options for local sector finance; publishes annual report on Ontario local government finance; maintains: a municipal finance data system, a mill rate summary, and a register of provincial grants to local sectors; develops and implements a system of real property taxation in Ontario; studies and proposes amendments to legislation concerning municipal finance; administers the transitional and special transfer payments made under the Unconditional Grants Act; administers **loans** programs (965-2451) of the Ontario Municipal Improvement Corporation (OMIC), Ontario Education Capital Aid Corporation (OECAC) and Ontario Universities Capital Aid Corporation (OUCAC).

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & **loans** are made to municipalities & individuals. Subsidies to municipal-

ities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & **loans** to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

LOCAL GOVERNMENT

Local Government, see Municipalities

LOCKOUTS

Lockouts, see also Education Relations Commission, also College Relations Commission.

416-965-4104

LABOUR, CONCILIATION & MEDIATION SERVICES BR provides conciliation officers who help labour and employers to arrive at a settlement of disputes. Mediation officers are provided after the conciliation process if necessary. Also undertakes preventive mediation services during the term of an agreement. Parties in a labour dispute must use the government's conciliation services before resorting to strikes or **lockouts.**

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair declarations of strikes and **lockouts** and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and **lockouts;** conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

LOGGING INDUSTRY

Logging Industry, see also Timber.

416-965-4125

LABOUR, INDUSTRIAL HEALTH & SAFETY BR is concerned with protecting the occupational health and safety of employees in industry including the **logging industry.** (For the construction and mining industries, see Labour Construction Health & Safety Br and Labour Mining Health & Safety Br). This branch encourages employers and employees to assume primary responsibility for occupational health and safety programs by establishing Internal Responsibility Systems and consulting with them so problems are recognized and ongoing safety programs are established. Periodically inspects industrial establishments and logging sites; investigates fatalities and serious accidents. Reviews plans for new buildings and alterations to existing ones to check occupational health and safety hazards. Contact Queen's Park or District Offices.

416-965-5533

LABOUR, STANDARDS & PROGRAMS BR coordinates: gathering of information about and analysis of specific occupational health & safety hazards; providing detailed action plans & programs to control hazards in industry, e.g. construction industry, mining, **logging industry.** Assists operating branches in developing operation procedures; coordinates short & long range objectives, evaluation mechanisms; maintains occupational health statistics, e.g. injuries, illnesses. Coordinates development & distribution of standards information & guidelines. Provides information on occupational health and safety (outside Metro call Zenith 5-9500) and liaises with related public and private sector advisory services. Advisory Service Section (965-8710) provides policy and administrative support for Provincial Lottery Fund Awards Committees on grants for occupational health research. Write to: Standards & Programs Br, Min. of Labour, 400 University Ave., 9th Flr., Toronto M7A 1T7.

LONG TERM INCOME PROTECTION

416-965-6861

GOVT SERV, EMPLOYEE BENEFITS BR administers the following benefits plans for employees of the Ontario Public Service: Public Service Superannuation Act, Superannuation Adjustment Benefits Act, Employees' Group Insurance Plan, **Long Term Income Protection.** Informs existing and retired employees of the benefits available. The branch is not concerned with family benefits or pensions in the private sector.

LOTTERY

Lottery, see also Wintario, also Provincial Lottery.

416-963-0272

CCR, LOTTERIES BR issues licences, supervises and controls all **lottery** operators in Ontario. These include bingos, raffles and games of chance operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

LOW-INCOME HOUSING

Low-Income Housing, see Rent-Geared-to-Income

LTIP

LTIP, see Long Term Income Protection.

MACHINERY

Machinery (farm), see Ag & Food Farm Machinery Board.

MAIL DELIVERY

416-965-1051

GOVT SERV, SPECIAL SERVICES BR provides Ontario Government ministries with these operational support services: Collection Service for debts owing to the government (965-5195); **Mail Delivery** and complete mass mailing which includes addressing, labelling, folding and inserting mail (965-6902); a Records Centre which provides secure storage for inactive government records (279-5493); Vehicle Repair & Trucking Service which provides maintenance and repair services for government vehicles and a trucking service on a charge-back basis (252-3348).

MAINTENANCE

Maintenance Services, see Govt Serv Property Management Br.

MALVERN

Malvern, see Housing Project Planning Br, Housing Project Evaluation Br.

MANAGEMENT BOARD SECRETARIAT

416-965-1772

MANAGEMENT BOARD SECRETARIAT provides the staff assistance required by the Management Board, which is the Committee of Cabinet responsible for coordinating the financial and administrative operations of the government.

MANPOWER

Manpower, see also Employment.

416-965-6149

AG & FOOD, AGRICULTURAL MANPOWER SERVICES BR assists Ontario farmers with their **manpower** requirements by providing training programs and advisory services for farm workers and financial assistance for the construction of housing to accommodate seasonal workers. Also provides opportunities for students and young agriculturalists to broaden their knowledge by working on Ontario farms. The branch is a member of the Ontario Federal-Provincial Agricultural **Manpower** Committee.

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial training (**manpower** training) programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact local Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Employment Centre. OCAP Administration Office in Queen's Park is at 965-0668.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR. Information Services Section performs duties described in first entry under Information Service, particularly as they relate to the Ontario Student Assistance Program (student awards), apprenticeship (**manpower** training), and post-secondary educational institutions such as universities, Ryerson Polytechnical Institute, Ontario College of Art, Colleges of Applied Arts and Technology, and registered private vocational schools. The Library Services Section (965-1451) runs a specialized library and provides reference services. The Data Systems Section (965-5477) maintains statistics on enrolment of students in post-secondary educational institutions throughout the province and provides statistical data support for the ministry's planning, policy-making and administrative activities. The Review and Development Section (965-5477) provides the ministry with consulting services related to design, development and implementation of research projects.

416-965-3405

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative

Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries for grants and counselling programs. The Selective Placement Section provides professional and skilled **manpower** counselling and in cooperation with Canada Employment & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

416-965-9017

LABOUR, ONTARIO MANPOWER COMMITTEE SECRETARIAT is a coordination agency that supports the Ontario Manpower Coordinating Committee (OMCC). The OMCC is chaired by the Minister of Labour and comprises Deputy Ministers and Deputy Provincial Secretaries of the ministries and policy fields having **manpower** responsibilities. The OMCC was established to develop and articulate Ontario position on **manpower** issues, to improve interministerial cooperation and information flow and to ensure that Ontario's interests, rather than those of one ministry alone, are reflected in dealings with the federal government. The Secretariat is responsible for over-all coordination functions such as definition and analysis of **manpower** issues and policies, exchange of information on the labour market, representation of Ontario at interprovincial and federal-provincial meetings, development of **manpower** programs or activities that have not yet been assigned to a particular ministry.

MANUFACTURING

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING provides counselling services to those starting a small business, to inventors and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in metrication. Advises companies individually on their marketing and financial problems and business planning, and assists small companies that do not have traffic managers to determine the most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling assistance and through an energy management counselling program. For business counselling contact Queen's Park: 965-0410 (**manufacturing** programs), 965-5494 (marketing and financial programs) or regional offices (in Metro Toronto, 491-7680).

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, GRANTS provides financial assistance to small business for projects which use new technology to develop new or improved products or processes through the Ontario Program for the Advancement of Industrial Technology (OPAIT). Stimulates greater awareness of industrial design and improved product design in small secondary **manufacturing** industries through the Product Design & Development Program (PDDP). Assists companies with low productivity and encourages feasibility studies for secondary **manufacturing** industries through the Program to Enhance Productivity (PEP). Aids inventors or entrepreneurs to develop a prototype and to determine feasibility of **manufacturing** the product through the Program to Encourage Product & Process Innovation (PEPPI). The Business Improvement Area Program (BIA) encourages business associates and municipal authorities to improve downtown core areas. Contact Queen's Park: 965-0410

(**manufacturing** programs), 965-5494 (marketing and financial programs) or regional offices (in Metro Toronto, 491-7680).

416-965-4622

IND & TOUR, DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by providing: financial assistance through incentive and term loans and bank guarantees; sites, facilities and services in two industrial parks; technical, business and financial information and advice. Tourism operations, secondary **manufacturing** industries and service industries allied to **manufacturing** may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and technology, financing exports, purchasing and installing pollution control and energy conservation equipment. Contact corporation regional office.

416-965-7119

IND & TOUR, INDUSTRY & TRADE ANALYSIS BR Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international trade and domestic market data to assist expansion and diversification of Ontario **manufacturing** industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request.

IND & TOUR, INDUSTRY & TRADE DEVELOPMENT, responsible for the ministry's international operations, is decentralized into three areas: NORTH AMERICA BR (965-1015), EUROPE BR (965-5715), SPECIAL AREAS BR (965-5288). Assists business and the **manufacturing** industry in developing trade leads and sales outlets. Investigates marketing problems; screens potential licensees or joint ventures partners; assists in capital projects abroad. Organizes trade, technology and business opportunity missions, international trade fairs. Counsels foreign companies seeking **manufacturing** investment opportunities in Ontario. North America Br has offices in New York, Chicago, Los Angeles. Europe Br covers all European countries with offices in Brussels, Frankfurt, London, Milan, Paris & Stockholm. Special Areas Br deals with remaining areas and has offices in Tokyo. This branch also assists architects, engineers, heavy equipment manufacturers in obtaining international capital projects.

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with **manufacturing** industry, associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and pollution control methods. Also provides assistance and information to encourage the film industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional

Office. See also Ind & Tour Industry Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

416-965-5491

IND & TOUR, INDUSTRY BR, Product-Manufacturing Development Section assists the **manufacturing** industry to expand and diversify production by identifying opportunities through licensing arrangements, joint ventures, mergers and acquisitions, contracts and inventions, Product Prospecting Missions, Manufacturing Opportunity Days (MOD), Shows and Bulletins. Contact Queen's Park or Regional Offices. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Industrial Services.

416-965-7078

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, business, households, labour force, migration, consumer prices. For general social and economic statistics including population, **manufacturing,** energy, call 965-7078; credit unions, registration of mortgages, health expenditure, call 965-3792; gross provincial product & economic accounts for Ontario, demographic and social statistics, estimates and projections, call 965-2217.

MANUSCRIPTS

416-965-4030

CULT & REC, ARCHIVES OF ONTARIO acquires significant unpublished documents to preserve Ontario's historical heritage and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies through statutory control, important non-current records, and from other sources through donation or purchase, any important historical **manuscripts,** maps, pictures, photographs, early newspapers. Maintains a conservation laboratory for document restoration of archives' holdings. Operates a public reading room for those doing historical, administrative, legal or other research. Welcomes information on the location of historical material. Also advises and assists ministries and agencies on economic and efficient records management, forms control, microrecording, correspondence, reports. Coordinates Records Management training courses (965-2187).

MAPLE SYRUP

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, **maple syrup,** Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls dealers of fruit & vegetables. Issues licences to nurseries, and controls disease found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) production, packaging, wholesaling and retailing. Contact county or district office.

416-965-7701

AG & FOOD, ONTARIO FOOD COUNCIL promotes the development of domestic and foreign markets for Ontario's food products. The Consumer Section of the Ontario Food Council provides consumer information, education and publications on the availability, storage, quality and nutritive value, purchase and use of Ontario foods. The Council provides administrative support to the Ontario **Maple Syrup** Producers Association.

416-965-2785

NAT RES, FOREST RESOURCES BR grows seedlings in provincial nurseries for the public and Crown reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, **maple syrup** production and forest management. Pays grants to reduce property tax on managed forests.

MAPS

Map information and distribution, see Nat Res Administrative Services Br listed below.

416-965-4030

CULT & REC, ARCHIVES OF ONTARIO acquires significant unpublished documents to preserve Ontario's historical heritage and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies through statutory control, important non-current records, and from other sources through donation or purchase, any important historical manuscripts, **maps,** pictures, photographs, early newspapers. Maintains a conservation laboratory for document restoration of archives' holdings. Operates a public reading room for those doing historical, administrative, legal or other research. Welcomes information on the location of historical material. Also advises and assists ministries and agencies on economic and efficient records management, forms control, microrecording, correspondence, reports. Coordinates Records Management training courses (965-2187).

416-965-5134

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographical **maps** including canoe routes. Publications on mining are also available (965-1348). For a description of administrative service functions, see first entry under Administrative Services. The branch also provides information on frog, turtle & snake identification.

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, hatcheries and sanctuaries, lamprey identification, mercury levels, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The branch conducts biological and environmental research and provides information on scientific fish management (Maple, 832-2761). Can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing **maps.** Provides liaison with the Federal

government on boating restriction regulations and Small Craft Harbours and answers related inquiries (965-7887). Contact district offices.

416-965-6225

NAT RES, SURVEYS & MAPPING BR (A) provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, geological and other thematic **maps** for ministry field surveys. Drafting Services Section (965-7108) provides drafting, mapping and graphics support to the ministry. Geographical Referencing Section (965-4538) carries out research and development in automated cartography and associated digital information systems. Operates and maintains provincial control survey data bank, sets standards for control surveys and establishes base lines for instrument calibration. Cadastral Surveys Section (965-2714) installs and maintains control surveys. Has data from ministry and private surveyors on resurveys of township boundaries and Crown land surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Br B for other activities.

416-965-4538

NAT RES, SURVEYS & MAPPING BR (B) provides topographical and cadastral descriptions of the land base. Mapping Services Section (965-4941) provides information and liaison on Ontario **maps** production program. Develops mapping standards and programs and handles contracts with industry for mapping products. The Ontario Centre for Remote Sensing (965-8411) serves the provincial government by providing special-mission aerial photographs, interpretation of air-borne and space-borne imagery. Provides remote sensing information to the public. Nomenclature Section (965-6515) maintains geographical nomenclature of provincial and federal **maps,** charts, etc. Controls and regulates official names and naming of geographical features, unincorporated populated places and municipalities. See also Nat Res Surveys & Mapping Br A for other activities.

416-248-3178

TR & COMM, SUPPLY & SERVICES BR provides the ministry with various services. Purchasing & Supply Office (248-3361) purchases government vehicles, construction, maintenance & operating supplies & equipment. General Services Office (248-3853) runs a garage and instrument repair service; controls movable assets. Tenders Section (248-3651) advertises and supplies information on construction & supply contracts; conducts openings of tenders. Disposal Section (248-3725) auctions off government vehicles. Special Services Office (248-3364) provides administrative services including accommodation design; establishes sites for and inspects freeway service centres; provides telecommunication services and remote airport directional systems. Records Services Office (248-3531) prepares manuals, publications, **maps** (including Ontario road maps) & photographs for ministry and public distribution; performs records management & has a reference library (248-3591). Graphic Services Office (248-3557) provides art, display, reproduction facilities.

416-248-3248

TR & COMM, SURVEYS AND PLANS OFFICE, Highway Engineering Div provides the ministry with: aerial and ground surveys relative to remote sensing, computer graphics, photogrammetric plans, cartographic **maps,** legal survey plans and documents. **Maps** are available to the public. Contact regional or district offices.

MARINAS

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, **marinas,** boating, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

MARKET RESEARCH

Market Research, see Ind & Tour Industry & Trade Analysis Br

MARKETING

Marketing, see subject or area involved, e.g. Industry, Tourism, Farm Products.

MARRIAGES

416-965-7523

ATT GEN, PROVINCIAL COURTS CRIMINAL DIV, METRO Toronto deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Courts offices (965-7534 if paid in person; 965-7515 if paid by mail). Summons Issuance (965-2177) issues summonses for minor criminal and liquor law violations. For inquiries re: payment of fines following conviction and driver's licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the court's branches or to the Bail Office (965-7522). Civil **marriages** are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, **marriages** and still-births. It also records adoptions, divorces and name changes. Statistics relating to births, deaths, **marriages,** divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of $3.00 each. For correction of errors in registrations, contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform **marriages** in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

MATERNITY LEAVE

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours

of work, public holidays, **maternity leave,** equal pay for equal work, termination of employment and equal benefits. May also collect unpaid wages on behalf of employees. Provides means for employees and employers to jointly petition Government for a schedule of wages and working conditions for their particular industry or trade. Also regulates and licenses employment agencies (965-0631). Provides for setting of wages rates and working conditions for construction industry and maintenance workers employed on government contracts. Employment Adjustment Services (965-3303) provides consulting services to employers and employees on termination of employment legislation and on adjustment programs available in situations of mass terminations of employment. Contact regional office.

MATTRESS

Mattress, see Upholstered and Stuffed Articles

MAUSOLEUM

Mausoleum, see Cemeteries

MCLAUGHLIN PLANETARIUM

McLaughlin Planetarium, see Royal Ontario Museum

MCMICHAEL CANADIAN COLLECTION

416-893-1121

CULT & REC, **McMICHAEL CANADIAN COLLECTION,** an art gallery in a beautiful setting in Kleinberg has an extensive collection of the works of Canadian artists including the Group Of Seven, Tom Thompson, Emily Carr, David Milne, Clarence Gagnon, and J. W. Morrice. Original Group of Seven members were A. Y. Jackson, Lawren Harris, J. E. H. MacDonald, Franklin Carmichael, Arthur Lismer, Frederick H. Varley, Frank H. Johnston. A. J. Casson, Edwin Holgate and LeMoine FitzGerald joined later. Also included are works of art by native peoples. The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school tours by appointment.

MEAT INSPECTION

416-965-5841

AG & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION issues licences to and inspects slaughtering plants except those registered under the **Meat Inspection** Act (Canada), and those engaged solely in slaughtering animals exempted by regulations under the Act.

MECHANICAL FITNESS

Mechanical Fitness of Vehicles, see Safety Standard Certificates.

MEDIA STUDIO

416-965-6415

GOVT SERV, LEGISLATIVE SERVICES BR provides housekeeping, maintenance, steward and messenger services and support services to the Lieutenant Governor, Office of the Premier, Office of the Speaker and each Member of Provincial Parliament (MPP) in the Legislative Building. The **Media Studio** and its physical facilities (965-1164) are for the use of MPP's.

MEDIATION

416-965-4104

LABOUR, CONCILIATION & MEDIATION SERVICES BR provides conciliation officers who help labour and employers to arrive at a settlement of disputes. **Mediation** officers are provided after the conciliation process if necessary. Also undertakes preventive **mediation** services during the term of an agreement. Parties in a labour dispute must use the government's conciliation services before resorting to strikes or lockouts.

MEDICAL ASSOCIATIONS

Medical Associations, see CCR Financial Institutions.

MEDICAL INSURANCE

Medical Insurance, see Ontario Health Insurance Plan.

MEMBER OF PROVINCIAL PARLIAMENT

416-965-2337

GOVERNMENT CAUCUS OFFICE. In the June 9, 1977 provincial election, the Progressive Conservative Party (PC) was returned to Government. Each **Member of Provincial Parliament** belonging to the Progressive Conservative Party belongs to the Government Caucus. The Caucus deliberates policies and programs which will become part of legislation to be introduced in the Legislature. Specific Committees are responsible for certain areas. The Caucus Office has a Chief Whip who looks after attendance in full Caucus, Committee meetings and in the Legislature, and keeps all members informed as to what votes are expected in the Legislature.

416-965-6415

GOVT SERV, LEGISLATIVE SERVICES BR provides housekeeping, maintenance, steward and messenger services and support services to the Lieutenant Governor, Office of the Premier, Office of the Speaker and each **Member of Provincial Parliament** (MPP) in the Legislative Building. The Media Studio and its physical facilities (965-1164) are for the use of MPP's.

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated administrative services for each **Member of Provincial Parliament** (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides information service to visitors on Ontario Travel and the Parliament Buildings and direction to various government offices. Bilingual guides are available. Stewards Services (965-7651) administers the Press Gallery Lounge and the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clippings from Ontario newspapers.

416-965-4545

LEGISLATIVE ASSEMBLY, LEGISLATIVE LIBRARY provides an information service to each **Member of Provincial Parliament** (MPP) and staff members of Ontario ministries and agencies. As well as books in the social sciences and law, the Legislative Library has a large

collection of Ontario, Canadian and United States government publications, and all the major Ontario daily and weekly newspapers.

416-965-1676

LIBERAL PARTY CAUCUS OFFICE. Each **Member of Provincial Parliament** (MPP) belonging to the Liberal Party belongs to the Liberal Party Caucus. In the June 9, 1977 provincial election, the Liberal Party became the Official Opposition in the Ontario Government. The Caucus Office responds to inquiries and requests for assistance from the public and from other governmental jurisdictions. Reviews input from the public on matters of provincial jurisdiction.

416-965-6494

NEW DEMOCRATIC PARTY CAUCUS OFFICE. Each **Member of Provincial Parliament** (MPP) belonging to the New Democratic Party (NDP) belongs to the NDP Caucus. The Caucus Office answers and deals with inquiries from the public and from other governmental jurisdictions. For general information, phone 965-6494. To contact NDP Research Office, phone 965-5392.

MENTAL HEALTH

416-965-8067

COMM SOC, CHILDREN'S MENTAL HEALTH SERVICES BR, administering the Children's **Mental Health** Centres Act, authorizes the establishment, licensing, funding and setting of standards of facilities for centres that treat children and youth who are emotionally disturbed or suffer from mental disorder. Included in these residential or non-residential centres all over Ontario is the Four-Phase Service System, a network of independent programs serving severely disturbed teenagers from the Metro Toronto area. Thistletown and White Oaks, two provincially operated facilities for treating emotionally disturbed children are under the jurisdiction of this branch. It also funds two Regional Centres at Ottawa and Sudbury which do not fall under the Act.

416-965-8045

HEALTH, CONSULTING SERVICES BR Consultants are experienced in their own fields of personal health care (i.e., health services provided by health practitioners to and for individuals who request them). Consultants provide the ministry with expertise and advice on the entire health care delivery system and increasingly in the area of health care planning. New objectives are to seek lower cost alternatives to present aspects of the system. Consultants represent general and specialty physicians, psychology, physiotherapy, occupational therapy, speech pathology and audiology, nursing and social work. They serve on Branch Committees and Planning Teams and on various Task Forces to help formulate Ministry policy. The Branch manages these programs: Adult Community **Mental Health,** Alcohol and Drug Abuse, Long Term Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) which attracts physicians to practise in rural and isolated communities.

416-920-7721

HEALTH, ONTARIO MENTAL HEALTH FOUNDATION provides grants for **mental health** research. The Ontario Mental Health Foundation supports specific projects, also predoctoral and postdoctoral students and postgraduate independent research.

MENTAL RETARDATION
Mental Retardation, see Retarded.

MENTALLY INCOMPETENT
Mentally Incompetent, see also Mental Health.

416-965-7351

ATT GEN, COUNTY AND DISTRICT COURTS have jurisdiction in both civil and criminal cases. Jurisdiction in civil cases is determined by nature of action and by amount claimed; in general the limit is $7,500. Statutes under which the courts handle proceedings include: Landlord and Tenant, Change of Name (applications for name changes), Child Welfare (adoptions) and Mental Incompetency (rights of the **mentally incompetent)** Persons rarely appear without legal counsel and in many cases either party may require trial by judge and jury. Criminal jurisdiction involves handling of trials, with or without jury, of all indictable offences with the exception of murder, piracy on the high seas and sedition. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Elsewhere, contact appropriate county or district court.

416-965-1865

ATT GEN, OFFICIAL GUARDIAN represents the civil rights of persons under a legal disability usually children under 18 years of age or the **mentally incompetent,** as well as unborn and absentee persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of children in divorce cases.

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of **mentally incompetent** persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Powers of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

MERCURY LEVELS

416-965-6954

ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Also answers inquiries on **mercury levels** in fish. Contact regional office.

METALLURGICAL
Metallurgical, see also Metals

416-965-1328

LABOUR, MINING HEALTH & SAFETY BR is responsible for the administration of the Mining Act and the succeeding legislation for mines, open pits, industrial quarries, sand,

clay, shale, gravel pits and **metallurgical** operations. Periodically inspects these establishments; conducts air samples to ensure a safe working environment. Investigates fatalities and serious accidents. Consults with labour and management to increase their involvement in identifying and solving occupational health and safety hazards. Reviews and provides advice on pre-development plans of mining and **metallurgical** operations to check hazards before construction. Tests hoist cables and trains mine rescue personnel. Contact Queen's Park or District Offices.

METALS

Metals, see also Metallurgical

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of pesticides, herbicides, fungicides, related industrial pollutants, and heavy **metals** in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Interprets significance of analytical results. Contact laboratory or ministries involved for research papers and reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-1559

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains statistics on mineral economics (965-1016) and determines availability of fuel resources such as **metals,** industrial minerals and petroleum. Issues precious **metals** refinery licences. Administers the Pits & Quarries Control Act (965-3127), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing natural gas or oil or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

METRICATION

416-965-5982

EDUC, CURRICULUM BR produces curriculum guidelines, resource material and circulars for use in Ontario from Kindergarten to Grade 13 and annotated lists of Canadian materials for use with above guidelines. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements **metrication** in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Supports elementary and secondary school broadcasts and related services through the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

416-965-0410

IND & TOUR, CONSULTATIVE SERVICES BR, COUNSELLING provides counselling services to those starting a small business, to inventors and entrepreneurs who wish to commercialize their ideas, and to businesses that need technical assistance in **metrication.** Advises companies individually on their marketing and financial problems and business planning, and assists small companies that do not have traffic managers to determine the

most economical method of packing and shipping products to consumers. Encourages production improvement and cost reduction through industrial engineering counselling assistance and through an energy management counselling program. For business counselling contact Queen's Park: 965-0410 (manufacturing programs), 965-5494 (marketing and financial programs) or regional offices (in Metro Toronto, 491-7680).

416-965-6513

IND & TOUR, METRIC & STANDARDS SECRETARIAT provides information and coordination services to Ontario government ministries and agencies in their **metrication** and standards activities. Provides central resource file on all aspects of **metrication.** Provides Ontario Government position on metric conversion and standards in interprovincial and federal-provincial committees. Provides secretarial resources for interministerial metric conversion committees and task forces.

416-965-3514

TE & IA, MUNICIPAL ADMINISTRATION BR encourages and assists Ontario municipalities in developing sound administrative and management practices and in improving the internal organization and processes by which they discharge their statutory responsibilities. Coordinates Local Government Management Program (LGMP). Provides advice on **metrication** in municipalities. Offers financial assistance for municipal bilingualism programs.

416-248-3355

TR & COMM, ENGINEERING RESEARCH & DEVELOPMENT BR undertakes technical and scientific research on pavements, structures, materials, earth and environment technology resources and value engineering as related to transportation facilities. Research reports are published. The branch's Metric Office coordinates the ministry's **metrication** program.

MICROWAVES

Microwaves, see Labour Special Studies & Services Br

MILK

416-965-5971

AG & FOOD, LIVESTOCK BR promotes production of livestock and high quality livestock products through extension and improvement programs, and grants for Ontario producers. Maintains laboratories where **milk** samples are tested for butterfat content and a laboratory where feed samples are analyzed. This branch is responsible for acts affecting livestock producers, e.g. the Hunter Damage Compensation Act, the Artificial Insemination of Livestock Act and the Beef Cattle Marketing Act. The Artificial Insemination of Livestock Act requires licences for persons acting as artificial inseminators or conducting an inseminating or a semen producing business. Under the Provincial Auctioneers Act the branch issues licences to sell pure-bred livestock by public auction in Ontario.

416-965-3107

AG & FOOD, MILK COMMISSION OF ONTARIO develops policy for producing, processing and marketing **milk** and dairy products. Serves as an appeal tribunal for anyone within the industry aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch (e.g. licensing of plants manufacturing oleomargarine and edible oils). Also interprets the **Milk** Act and its regula-

tions for the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid **milk** and milk products, call the Milk Industry Branch, 965-2411.

416-965-2411

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that **milk** marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. Provides for inspection of all dairy farms and monthly testing of raw **milk.** Arranges for training, licensing and inspecting the work of **milk** and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing **milk** products, oleomargarine and edible oils. The laboratory in Guelph analyzes all samples for butterfat, protein and lactose and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular **milk** utilization audits.

416-965-7661

AG & FOOD, RURAL DEVELOPMENT BR. The Ontario Agricultural Rehabilitation and Development Act (ARDA) established under federal-provincial rural development agreement, serves the rural areas through several programs: farm consolidation and enlargement, rural development field services, alternative employment and income opportunities, retraining and rehabilitation assistance. Administers the Industrial **Milk** Production Incentive Plan, Young Farmers Credit Program, and the Junior Farmers Loan Corporation. Contact ARDA county or district office.

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, FOOD CONTROL Services are the responsibility of the Veterinary Public Health Consultants. Deals with the safety of food in production, processing, distribution and service; food-borne illnesses; interpretation of regulations; interpretation of laboratory results. Provides consultation to local public health authorities to test **milk** products. Approves acceptable **milk** containers and issues certificates of approval needed to operate pasteurization plants. Provides information to consumers, the food trade and individuals wishing to enter a food business. See also other sections in Health Community Health Protection Br described separately.

MILL RATE

416-965-1671

TE & IA, MUNICIPAL FINANCE BR analyzes and evaluates the financial performance of Ontario's local governments; develops budget options for local sector finance; publishes annual report on Ontario local government finance; maintains: a municipal finance data system, a **mill rate** summary, and a register of provincial grants to local sectors; develops and implements a system of real property taxation in Ontario; studies and proposes amendments to legislation concerning municipal finance; administers the transitional and special transfer payments made under the Unconditional Grants Act; administers loans programs (965-2451) of the Ontario Municipal Improvement Corporation (OMIC), Ontario Education Capital Aid Corporation (OECAC) and Ontario Universities Capital Aid Corporation (OUCAC).

MINERAL

Mineral, see also Mining.

416-965-1559

NAT RES, MINERAL RESOURCES BR develops and administers **mineral** resources policies. Maintains statistics on **mineral** economics (965-1016) and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-3127), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing natural gas or oil or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

416-965-4641

NAT RES, ONTARIO GEOLOGICAL SURVEY provides information on the geological and **mineral** resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's **mineral** wealth. Activities include geological, geophysical and geochemical surveys, **mineral** deposit studies, development of new exploration techniques, presentation of classes & lectures on minerals. Analytical laboratory provides identification, chemical analyses and assays of **mineral,** rock and ore samples. The branch administers the Mineral Exploration Assistance Program to encourage approved **mineral** exploration in designated areas. Published maps, reports, brochures, unpublished files and analytical services are used by the public, prospectors, mining companies, universities & government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake & Sudbury districts.

MINERS

416-965-2301

HEALTH, CLINIC SERVICES BR Chest Disease Service provides diagnostic services for tuberculosis and other respiratory diseases and ambulatory treatment for tuberculosis through district chest clinics. Conducts chest examination of **miners.** Also processes applications of prospective immigrants with chest problems.

416-965-3211

LABOUR, OCCUPATIONAL HEALTH BR operates a consulting service in occupational health to ministries and to industry. Occupational Health Medical Service (965-3610) provides consultation on medical & nursing services to those who provide in-plant health care facilities & a healthful working environment for employees. Occupational Health Engineering Serv. (965-4066) provides consultation to operating branches & to industry; visits plants & sites to identify & assess health hazards from exposure to chemical, physical & biological agents and to recommend control measures. Industrial Chest Disease Serv. (965-4075) deals with identification & prevention of respiratory diseases from occupational exposure to hazardous agents. Works closely with Workmen's Compensation Board and Chest Clinic Services (Health) which conducts chest x-rays of **miners.** Occupational Health Laboratory Serv. (965-7925) performs chemical analyses of biological specimens, air samples, industrial materials.

MINIMUM WAGE

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including **minimum wage,** overtime pay, vacation pay, hours

of work, public holidays, maternity leave, equal pay for equal work, termination of employment and equal benefits. May also collect unpaid wages on behalf of employees. Provides means for employees and employers to jointly petition Government for a schedule of wages and working conditions for their particular industry or trade. Also regulates and licenses employment agencies (965-0631). Provides for setting of wages rates and working conditions for construction industry and maintenance workers employed on government contracts. Employment Adjustment Services (965-3303) provides consulting services to employers and employees on termination of employment legislation and on adjustment programs available in situations of mass terminations of employment. Contact regional office.

MINING

Mining, see also Mineral.

416-963-0223

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (963-0259). Processes **mining** and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (963-0239). Investigates complaints about brokers and salesmen and about actions by companies affecting the value of securities (963-0242). Handles registration of securities dealers, salesmen, underwriters and advisers (963-0228). Also registers Venture Investment Corporations under the Venture Investment Corporations Act to provide incentives to investment companies which financially assist small business (963-0259).

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Responsibility is carried out by these Units: Petroleum & Chemical, **Mining** & Metallurgy, Food & Forest. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes and industrial waste treatment and control with respect to water, air and solids. Coordinates project to take inventory and recommend rehabilitation of derelict **mining** land throughout Ontario.

416-965-1328

LABOUR, MINING HEALTH & SAFETY BR is responsible for the administration of the **Mining** Act and the succeeding legislation for mines, open pits, industrial quarries, sand, clay, shale, gravel pits and metallurgical operations. Periodically inspects these establishments; conducts air samples to ensure a safe working environment. Investigates fatalities and serious accidents. Consults with labour and management to increase their involvement in identifying and solving occupational health and safety hazards. Reviews and provides advice on pre-development plans of **mining** and metallurgical operations to check hazards before construction. Tests hoist cables and trains mine rescue personnel. Contact Queen's Park or District Offices.

416-965-5533

LABOUR, STANDARDS & PROGRAMS BR coordinates: gathering of information about and analysis of specific occupational health & safety hazards; providing detailed action plans & programs to control hazards in industry, e.g. construction industry, **mining,** logging industry. Assists operating branches in developing operation procedures; coordinates short & long range objectives, evaluation mechanisms; maintains occupational health statistics, e.g. injuries, illnesses. Coordinates development & distribution of standards information

& guidelines. Provides information on occupational health and safety (outside Metro call Zenith 5-9500) and liaises with related public and private sector advisory services. Advisory Service Section (965-8710) provides policy and administrative support for Provincial Lottery Fund Awards Committees on grants for occupational health research. Write to: Standards & Programs Br, Min. of Labour, 400 University Ave., 9th Flr., Toronto M7A 1T7.

416-965-5134

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographical maps including canoe routes. Publications on **mining** are also available (965-1348). For a description of administrative service functions, see first entry under Administrative Services. The branch also provides information on frog, turtle & snake identification.

416-965-2761

NAT RES, FINANCIAL SERVICES BR, besides the financial management and accounting functions as outlined in the first entry under Accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, **mining** operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-2814 or regional or district offices.

416-965-2756

NAT RES, INFORMATION SERVICES BR is the information service for the Ministry of Natural Resources. Ministry library services are part of the branch: Resources (965-6310), **Mining** (965-1352), Research (Maple 832-2761). For a description of activities, see first entry under Information Service.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to prospectors, registration and disposition of Crown **mining** lands and licensing of sand and gravel removals from Crown land. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls; carries out forfeiture process for patented **mining** lands.

416-965-4069

NAT RES, MINE TAX ASSESSMENT issues annual assessment (tax) notices to Ontario **mining** companies on the basis of profit. Administers the Mining Tax Act.

416-965-1559

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains statistics on mineral economics (965-1016) and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-3127), Petroleum Resources Act, Section 113 of the **Mining** Act. Petroleum Resources Section (965-1981) issues

licences to lease property for the purpose of producing natural gas or oil or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

416-965-1824

NAT RES, MINING AND LANDS COMMISSIONER exercises administrative and judicial duties under The **Mining** Act, The **Mining** Tax Act 1972 and The Beach Protection Act and such duties of the Minister of Natural Resources as are assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture and dispute and appeal hearings. Contact Queen's Park or regional offices.

MOBILE HOMES

416-922-3005

CCR, HUDAC NEW HOME WARRANTY PROGRAM. The Ontario New Home Warranties Plan Act which came into effect Dec. 31, 1976, requires registration of all builders of new homes including condominiums and **mobile homes** with the Housing & Urban Development Ass'n. of Canada (HUDAC) New Home Warranty Program, a non-profit corporation. The self-financing program provides a warranty that new and previously unoccupied homes sold after the end of 1976 are free from defects for one year and from major structural faults for an additional four years. The Corporation will handle complaints from buyers of new homes, condominiums and **mobile homes.** Both builders and buyers can appeal Corporation decisions with the Commercial Registration Appeal Tribunal.

416-964-7808

CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, **mobile homes** and some rent-geared-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant-filed application forms regarding rent increases (e.g. tenant appeals against high rent increases). If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which provides financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants. Municipalities are responsible for designating sites for **mobile homes** by passing zoning bylaws under the Planning Act.

MOPEDS

Mopeds, see Tr & Comm Public Safety & Information Br

MORTGAGE BROKERS

Mortgage Brokers, see also Mortgages.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, **mortgage brokers,** motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-0321

CCR, CONSUMER SERVICES BUREAU answers consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private bailiffs), Business Practices, Collection Agencies, Consumer Protection Bureau, Consumer Reporting, (credit reporting and personal investigation agencies), **Mortgage Brokers,** Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of paperbacks & periodicals), Pyramidic Sales (pyramidic schemes), Real Estate & Business Brokers, Travel Industry (travel agents & wholesalers). The Business Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the consumer with redress procedures.

416-963-0366

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and **Mortgage Brokers** registers and investigates complaints about private bailiffs, collection agencies, consumer reporting agencies (credit and personal information investigation) and **mortgage brokers.** Also issues certificates of acceptance for pyramidic schemes under the Pyramidic Sales Act. Recommends appointments under the Bailiffs Act.

MORTGAGES

Mortgages, see also Mortgage Brokers. Re discharging a mortgage, see CCR Regional Property Registration listed below.

416-963-0389

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status and registration of corporation securities such as **mortgages,** bonds, debentures (963-0390). Can provide copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-963-0373

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partner-

ships and sole proprietorships, names and name style registration by corporations, and registration of corporate bonds, debentures, trust indentures and **mortgages.** This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

416-963-0471

CCR, FINANCIAL INSTITUTIONS DIV issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes, and on deposits and **mortgages** with loan and trust companies. Licenses insurance agents, brokers, salesmen, adjusters and investigates complaints. Deposits in credit unions and caisses populaires are insured with the Ontario Share & Deposit Insurance Corporation (OSDIC) (759-9778).

CCR, REGIONAL PROPERTY REGISTRATION Branches I and II phone numbers are 965-6535 & 965-9008 respectively up to Fall, 1978; after then 963-0462 & 963-0466. The branches operate land registry offices throughout Ontario where documents for real property (land) and personal property titles are registered and recorded. Registration records may be examined for a fee. In Toronto land registry offices are located at New City Hall with these telephone numbers: Toronto and York Land Titles, 965-5248; Toronto Registry, 965-7553; Toronto Boroughs and York South Registry, 965-7588. **Mortgages** are normally discharged through a lawyer who prepares the document. The discharge is then registered with the local land registry office. There is a land registry office in each county or district.

416-965-9135

HOUSING, ONTARIO MORTGAGE CORPORATION provides mortgage financing to builders for construction of new housing under the Ministry's programs. Interest rates are below market rates on new housing. Low to middle income buyers who meet government criteria assume **mortgages** when purchasing their homes.

416-965-7078

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, business, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturing, energy, call 965-7078; credit unions, registration of **mortgages,** health expenditure, call 965-3792; gross provincial product & economic accounts for Ontario, demographic and social statistics, estimates and projections, call 965-2217.

MORTMAIN

416-963-0387

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, non-profit corporations and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in **mortmain** and extra-provincial licences. See also other sections of this branch described separately.

416-963-0373

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in **mortmain,** extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by corporations, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

MOSQUITOES CONTROL

Mosquitoes Control, see Env Pollution Control Br Pesticides Control Section

MOTHERS

416-965-0176

COMM SOC, CHILD WELFARE BR finances, inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoptions services (965-2802). Prepares syndicated newspaper column Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unmarried **mothers.** Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS may provide charitable organizations and social agencies with capital and operating grants, assistance in planning, construction or purchase of facilities, and development of residential services including short stay residences, homes for unmarried **mothers,** homes for children and youth (juveniles) who are emotionally disturbed, delinquent or who abuse the use of drugs. Also registers group homes caring for five or more children operated by individuals or groups. Contact Child Welfare Branch.

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides financial assistance for **mothers** raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to $150 monthly. Contact District Office.

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits

(financial allowances for single **mothers,** permanently unemployable fathers, foster children, etc.).

MOTION PICTURE

Motion Picture, see also Film Industry, also Films.

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario theatres. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm and 16mm projectors. Also examines and licenses projectionists. Approves **motion picture** advertising and classification.

MOTOR VEHICLE ACCIDENT CLAIMS

416-963-0501

CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) provides compensation to victims of accidents caused by drivers of uninsured, stolen and hit and run vehicles by administering the **Motor Vehicle Accident Claims** Act. Funds are received from vehicle owners who pay a penalty to the licensing office when registering their vehicles without insurance.

MOTOR VEHICLE DEALERS

Motor Vehicle Dealers, see CCR Motor Vehicle Dealers Br.

MOTOR VEHICLES

Motor Vehicles, see Vehicles

MOTORCYCLE

Motorcycle licence, see Tr & Comm Drivers & Vehicles Regional Operations

MOTORISTS

Motorists, see Drivers

MOVIES

Movies, see Film Industry, also Films.

MULTICULTURAL

Multicultural, see also Multiculturalism, Ethnic

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres (965-8433), sports facilities, arts facilities such as concert and exhibition halls, theatres, museums, heritage conservation projects, facilities for libraries and **multicultural** centres. Contact regional offices or main office.

416-965-0617

CULT & REC, FIELD SERVICES BR. Through six regional and various sub offices in Ontario the Field Services Branch helps local organizations obtain ministry services at the

local level. By providing consultative services to community groups this Branch aids in the development of recreation and cultural activities locally. The consulting service is provided to a whole range of local and regional clients including municipal recreation departments, municipal recreation committees, YMCA's, historical societies, **multicultural** groups, regional arts councils, etc.

416-965-6621

CULT & REC, **MULTICULTURAL** DEVELOPMENT BR develops and supports programs aimed at improving intergroup and race relations which may include: learning about and appreciating different ethnocultural groups in Ontario; encouraging information sharing through intercultural workshops; assisting the development within institutions of a sensitivity to cultural differences in overcoming barriers to service delivery; assisting ethnocultural groups to improve their organizational and leadership skills to enable them to fully participate in Ontario society. Consultative services, publications, films, tapes and intercultural development grants are available. Contact field offices or the main office. The branch assists in the **multicultural** history project (965-0212) sponsored by the ministry & funded by Wintario. Project will collect, catalogue & preserve historical material on Ontario ethnocultural groups and will make it accessible through the Archives of Ontario.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital sports, recreation, fitness, arts, heritage, libraries, **multicultural** and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic or **multicultural** and non-urban communities through weekly newspapers, ethnic publications, radio and television.

MULTICULTURALISM

Multiculturalism, see also Multicultural, Ethnic

416-965-6763

CULT & REC, RESOURCE CENTRE and Library under the Administrative Services Br maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, **multiculturalism,** informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-2324

ONTARIO ADVISORY COUNCIL ON MULTICULTURALISM consists of twenty-five appointed members (by Order in Council) who are regionally and ethnically representative of major areas in Ontario and have had previous experience related to **multiculturalism.** Council's role is to advise government on how the principles of **multiculturalism** may be better understood and put to practical use. The Council meets monthly and reports to the Provincial Secretary for Social Development.

MUNICIPAL DIRECTORY

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and provides advice on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA) and Federation of Canadian Municipalities (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the **Municipal Directory** annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

MUNICIPAL FINANCE

416-226-6574

TE & IA, MUNICIPAL BUDGETS & ACCOUNTS BR develops and publishes bulletins and manuals to encourage good financial management in Ontario municipalities. Prescribes guidelines for preparation of annual municipal financial reports. Licenses and reviews the performance of municipal auditors. Advises other branches and ministries on matters relating to **municipal finance.**

416-965-1671

TE & IA, MUNICIPAL FINANCE BR analyzes and evaluates the financial performance of Ontario's local governments; develops budget options for local sector finance; publishes annual report on Ontario local government finance; maintains: a **municipal finance** data system, a mill rate summary, and a register of provincial grants to local sectors; develops and implements a system of real property taxation in Ontario; studies and proposes amendments to legislation concerning **municipal finance;** administers the transitional and special transfer payments made under the Unconditional Grants Act; administers loans programs (965-2451) of the Ontario Municipal Improvement Corporation (OMIC), Ontario Education Capital Aid Corporation (OECAC) and Ontario Universities Capital Aid Corporation (OUCAC).

MUNICIPAL LIAISON COMMITTEE

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and provides advice on provincial-municipal relations and programs. Maintains relations with municipal groups such as **Municipal Liaison Committee** (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA) and Federation of Canadian Municipalities (FCM). Organizes provincial-municipal

and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

MUNICIPAL TAX

Municipal Tax, see Property Taxation

MUNICIPALITIES

Municipalities, incorporation dates, annexations, amalgamations, see TE & IA Library Services Br listed below. See also Municipal Finance, also Provincial-Municipal

416-965-1912

ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, official plans and any appeal as provided under the Planning Act and under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of **municipalities** with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

416-965-5881

CCR, BUILDING CODE BR is developing a fire code and administers a building code for Ontario to minimize building, health and fire hazards. Advises **municipalities** on matters pertaining to building by-laws, which are a local, not provincial, responsibility. Is responsible for the Ontario Plumbing Code which is at present Reg. 647 of the Ontario Water Resources Act.

416-965-5006

COMM SOC, CAPITAL & ADMINISTRATIVE SERVICES BR provides technical expertise and consultative services to **municipalities** and non-profit organizations that want to establish facilities for rehabilitation, residential and social services under various Acts administered by the ministry. Maintains statistics on existing facilities. Carries out inspection program for fire and other safety measures in all ministry institutions and those operated under the above Acts. Contact district offices. Also supplies the ministry with administrative services. For a description of functions see first entry under Administrative Services.

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices on day care such as provision of financial assistance to **municipalities,** approved corporations and Indian Band Councils for the establishment of day nurseries; licensing and supervision of such; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.). Maintains provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding care and pre-school education of children. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For questions re. financial assistance contact 965-2521. Contact district office.

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs administered by **municipalities,** Indian Band Councils and Comm Soc District Offices. At the discretion of **municipalities** supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care or prescribed drugs, prosthetics, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, **municipalities** & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists **municipalities** in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, **municipalities** and Indian Band Councils for capital and non-capital sports, recreation, fitness, arts, heritage, libraries, multicultural and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-2060

EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing legal services to the Ministry of Education, provides information and advice to school boards, **municipalities,** teachers and the public about education statutes (e.g. provision of French language education) that affect their rights, duties and responsibilities.

416-965-3980

ENV, ENVIRONMENTAL APPROVALS BR is the central area where persons and organizations seek ministry approval for activities affecting the environment. Reviews and approves applications required under the Environmental Protection Act (e.g. waste disposal sites), Ontario Water Resources Act and the Environmental Assessment Act. To apply for permits under these Acts contact ministry's regional or district offices. The branch ensures that environmental safeguards are incorporated into land-use planning policies and programs. Evaluates at planning stage certain activities by government ministries, utilities, government-funded projects and related activities in the private sector, which will have a significant environmental impact. Develops guidelines for waste disposal systems by industry, **municipalities** and the public.

416-965-2531

ENV, ENVIRONMENTAL ASSESSMENT BOARD holds public hearings on the environmental impact of major development proposals under three statutes: The Ontario Water Resources Act, 1970 (OWRA), The Environmental Protection Act, 1971 (EPA); The Environmental Assessment Act, 1975 (EAA). Following hearings under the OWRA (**municipalities** wishing to establish or extend their sewage works into another municipality or territory) and the EPA (approval to establish or extend waste disposal sites), the Board submits recommendations to the ministry. Under the Environmental Assessment Act, 1975, after the assessment and the ministry's review thereof have been made public, any person can require by written notice a hearing by the Board. After hearings are held under the EAA, the

Board renders a final decision which can only be varied or rescinded by the Minister with approval of the Lieutenant Governor in Council.

416-248-3739

ENV, POLLUTION CONTROL BR DEVELOPMENT & RESEARCH GROUP includes: a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a Water Technology Section. The group provides: liaison with academic and research groups, dissemination of technical information and findings, technical assistance to the Planning Sections, applied research studies on pollution. Also provides technical support for the application of new technology to the public through regional offices and directly to **municipalities** and industry. Provides grants for health related environmental projects from Provincial Lottery funds; write to Pollution Control Br., Development & Research Group, Min. of the Environment, 135 St. Clair Ave. W., Toronto, M4V 1P5.

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to **municipalities** for sewage and water works, and for the collection of derelict motor vehicles. Deals with regulations and standards for pollution control relating to septic tanks, derelict motor vehicles, litter, pop bottles, waste disposal sites, sewage sludge (especially in the Great Lakes), boating and ice huts. Also deals with the provision of safe drinking water. Contact regional office.

416-965-1193

ENV, POLLUTION CONTROL BR NOISE POLLUTION Control Section deals with the control of pollution from noise emissions and comments on the relationship between new and existing land use and noise sources (e.g. industry, highways, railways and aircraft). Develops acoustics criteria and standards. Monitors blast concussion and ground vibration levels from operating pits and quarries in response to complaints. Promotes the Model Municipal Noise Control Bylaw for adoption by **municipalities** and assists in training of noise control officers. Although most **municipalities** have not yet completely adopted the Model Noise Bylaw, the City of Hamilton and several other municipalities have. The City of Toronto developed its own bylaw (465-5477). Contact regional offices.

416-965-1296

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, sewage and pollution control facilities for **municipalities.** This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and sewage service areas. Administers grants programs for certain sewage and water works to regional or restructured **municipalities,** municipalities involved in area schemes, small municipalities with high costs, and to small communities for upgrading private systems.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new

project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by **municipalities** and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marinas, boating, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. These offices comment on the technical feasibility of new project proposals (e.g. land use planning). Each has four sections. The Utility Operations Section provides water and wastewater service to **municipalities** by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for other two sections.

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for resource recovery and recycling, especially for energy conservation. Provides **municipalities** with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental plant for technology research and market development. Provides grants for selected technology demonstration projects.

416-965-5733

GOVT SERV, PROTOCOL SERVICES SCROLLS Section prepares congratulatory scrolls for Ontario citizens on the request of their Member of Provincial Parliament, to acknowledge 90th and succeeding birthdays, 50th and succeeding wedding anniversaries, or other significant accomplishments of individuals, **municipalities** and other organizations. See also Govt Serv Protocol Services Protocol Section, also Recording Office.

416-965-4164

HEALTH, COMMUNITY HEALTH PROTECTION BR, INSPECTION Services provides consultants to **municipalities** to advise on local public health inspections for cleanliness in restaurants, food stores, residences, factories, etc. Contact local Public Health Unit serving municipality. See also other sections in Health Community Health Protection Br described separately.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (A). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides for construction of Family and Senior Citizen Units where requested by **municipalities** in accordance with need. Rural & Native Housing Program provides mortgage geared-to-income housing mostly to native peoples in rural

and remote areas. Community Sponsored Housing Program encourages community groups and **municipalities** to form non-profit housing corporations (cooperatives) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

416-965-0250

HOUSING, COMMUNITY LAND DEVELOPMENT BR develops and services land for the Ministry. Provides development services for **municipalities** on a fee basis when requested. Administers the Municipal Land Development Program which provides information and assistance to **municipalities** in assembly and servicing of land. The branch is also responsible for monitoring the interim management of land owned by Ontario Housing Corporation which is undertaken by the Ministry of Government Services.

416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to **municipalities,** the development industry and the public. Administers a program of grants which provides financial aid to smaller **municipalities** (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for **municipalities** not included in a defined planning area. Municipalities must contact regional offices to apply for grants. **Municipalities** are responsible for designating sites for mobile homes by passing zoning bylaws under the Planning Act.

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (A). This branch administers programs designed to upgrade existing housing and to help generate programs that will improve the total environment of these homes. The Ontario Home Renewal Program (OHRP) provides per-capita grants to **municipalities** to administer directly as loans to owner-occupants whose adjusted annual family income is under $12,500. In unorganized territories OHRP is administered through Northern Affairs' Community Service Offices. See also Housing Community Renewal Br (B).

416-965-2826

HOUSING, COMMUNITY RENEWAL BR (B). This branch administers programs designed to improve downtown or business districts. Section 361 of the Municipal Act permits concerned businessmen to establish improvement areas and raise funds to improve and beautify municipally owned lands, buildings and structures in the area. The Ontario Downtown Revitalization Program helps **municipalities** with a maximum population of 125,000 to receive public investment for 'seeding' projects to restore confidence in a community's core area. Subject to availability funds are provided by the province in the form of partially recoverable loans up to a maximum two-thirds of the approved cost of the project. See also Housing, Community Renewal Br (A).

416-965-9834

HOUSING, LAND MARKETING & SURVEYS BR, Marketing Surveys. The branch carries out Municipal Housing Studies (MHS) for **municipalities** under 10,000 in population that wish to use the Ministry's services. A MHS, combining the old Need and Demand Survey (NDS) and Municipal Housing Policy Statement, (MHPS) is a study of the total housing market of a municipality and is a prerequisite for all Provincial Assisted Housing Programs.

416-965-5890

HOUSING, LOCAL PLANNING POLICY BR researches, develops policy, and recommends community planning standards to apply at the local government level (**municipalities**) consistent with provincial objectives. Local planning activities include urban subdivision design, land use planning related to aircraft noise, official plan social service policies, noise control through planning, public participation.

416-965-9788

HOUSING, MANAGEMENT PLANNING & EVALUATION BR, part of the Policy & Program Development Secretariat, ensures that the ministry has a comprehensive planning and evaluation system so that its resources are efficiently utilized. Coordinates development of multi-year plan, estimates and management-by-results statements. Maintains and analyzes information to accurately reflect present and future environment for the development of appropriate programs. Surveys & Statistical Analysis Section (965-7025) furnishes background data for policy development. Administers the municipal housing policy program which provides grants and technical analysis to **municipalities** for local housing policy statements.

416-965-6418

HOUSING, OFFICIAL PLANS BR processes and recommends for approval by the Minister of Housing all official plans and offical plan amendments submitted by **municipalities.** Answers inquiries from **municipalities** and the public on land use planning matters.

416-965-7299

IND & TOUR, INDUSTRY BR, Industrial Services Section provides a consultative service, Industrial Development Training Courses and publications to inform and assist **municipalities** on development of industrial parks, industrial land use planning, and provincial and federal industrial development programs. Also provides plant location services to assist industry with expansion plans or new location requirements. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Industrial Dev and Ind & Tour Industry Br Product-Manufacturing Dev.

416-965-2785

NAT RES, FOREST RESOURCES BR grows seedlings in provincial nurseries for the public and Crown reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to **municipalities** for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests.

416-965-4538

NAT RES, SURVEYS & MAPPING BR (B) provides topographical and cadastral descriptions of the land base. Mapping Services Section (965-4941) provides information and liaison on Ontario maps production program. Develops mapping standards and programs and handles contracts with industry for mapping products. The Ontario Centre for Remote Sensing (965-8411) serves the provincial government by providing special-mission aerial photographs, interpretation of air-borne and space-borne imagery. Provides remote sensing information to the public. Nomenclature Section (965-6515) maintains geographical nomenclature of provincial and federal maps, charts, etc. Controls and regulates official names and naming of geographical features, unincorporated populated places and **municipalities.** See also Nat Res Surveys & Mapping Br A for other activities.

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices throughout Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for **municipalities,** which produces municipal voters lists, lists of persons who can be called for jury duty, identification of supporters for schools and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

416-965-4871

SOL GEN, OFFICE OF THE FIRE MARSHAL assists **municipalities** in establishing municipal fire departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major fire problems; supports fire codes and statutes committees (965-4851). Investigates causes of incendiary, large loss & fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public safety programs; publishes fire loss statistics and technical, legal, instructional and fire prevention literature (965-4871). Films are available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

416-965-3281

SOL GEN, ONT POLICE COMMISSION TECHNICAL SERVICES BR provides technological support and advice for all accredited police forces in Ontario. Program Development Section is involved in Computer Assisted Dispatch & Records Entry (CADRE), Canadian Police Information Centre (CPIC) network management, computer systems for police and digital communications technology. Communications Services assists in upgrading voice communications facilities for Integrated Radio Services Program (IRSP). Administers grants to police forces of **municipalities** for new radio systems under this program. Operational Support Services assists forces in operation of support systems such as Canadian Police Information Centre (CPIC).

416-965-6071

SOL GEN, ONTARIO POLICE COMMISSION ensures adequate Ontario policing by organizing, training and encouraging use of modern technology and cooperation among police in all **municipalities** for efficient law enforcement. Advises on organization of police in regional governments. Coordinates police communications and info systems (CPIC - Canadian Police Information Centre). Analyzes and disseminates criminal intelligence information (CISO - Criminal Intelligence Service, Ont.). Ontario Police Commission trains all levels of police personnel at Ontario Police College, Aylmer, Ontario.

416-965-4308

SOL GEN, OPP, INDIAN & MUNICIPAL POLICING SERVICES BR is responsible for Indian reserve policing in the Province of Ontario. Programs include the appointments of special constables at the request of Indian Band Councils to police their particular reserves. The OPP administers the training, salary and equipment of the special constables through the provisions of the federal-provincial cost-sharing agreement. Municipal policing involves the drawing up of contracts with **municipalities** which have opted for policing by OPP rather than maintain their own force, and other related matters. Also provides flying patrols in the northwestern & eastern portions of the province. Police aircraft visit isolated Indian communities on a regular basis.

416-965-1495

TE & IA, FIELD SERVICES BR. Ten Field Services Offices in Ontario advise and assist **municipalities,** the public, other government ministries and agencies on all aspects of local government. Coordinate Ministry relationships with **municipalities.** Identify and initiate action in cases of municipal difficulty. Advice is provided through review of municipal financial statements, dissemination of information on existing programs, and as specifically requested. Contact Field Service Offices.

416-965-3505

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grants structure, including deconditionalizing of various specific grants. Develops budget options for assistance to **municipalities** and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for and administers all unconditional grants, valued at over $450 million in 1978. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

416-965-2314

TE & IA, LIBRARY SERVICES BR operates a library which has reference materials for use by the Ministry and its agencies, and to a lesser extent, by other provincial and federal ministries. The Library has three indices which may be of interest to **municipalities** and the public: an index to the Private Acts of Ontario since 1867; an index and History of Incorporation for Ontario **Municipalities** since 1792; an index to unincorporated places in Ontario. Questions on annexations, amalgamations, dissolutions of **municipalities,** e.g. to which county or district certain townships, villages, towns and cities belong, can be answered by this branch.

416-965-6934

TE & IA, LOCAL GOVERNMENT ORGANIZATION BR goals are to evaluate the responsibilities of Ontario's systems of local government **(municipalities)** and identify the range of functions and organizational structures which will strengthen the capacity of the local governments to: interpret the needs and aspirations of local communities; identify issues; determine priorities and be accountable for them.

416-965-3514

TE & IA, MUNICIPAL ADMINISTRATION BR encourages and assists Ontario **municipalities** in developing sound administrative and management practices and in improving the internal organization and processes by which they discharge their statutory responsibilities. Coordinates Local Government Management Program (LGMP). Provides advice on metrication in **municipalities.** Offers financial assistance for municipal bilingualism programs.

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and provides advice on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of **Municipalities** of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA) and Federation of Canadian **Municipalities** (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of federal-provincial governments and **municipalities.** Publishes the Municipal Directory annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, **municipalities,** etc.

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to **municipalities** & individuals. Subsidies to **municipalities** include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through **municipalities** interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes **municipalities** for the construction and maintenance of roads, bridges and subways, for the purchase of capital assets and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist **municipalities** in planning new and improving existing transportation services (248-3785). Develops planning policies for provincial highways system and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airport systems and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to **municipalities** and is involved in public participation programs of ministry projects (248-3931).

416-248-3238
TR & COMM, OPERATIONS, REGIONAL OPERATIONS, through five Regional and 18 District offices in Ontario operates the Provincial Roads System by performing design, maintenance and construction activities. Administers subsidy programs to **municipalities** and regional governments for their roads maintenance and construction programs. Controls highways rights-of-way by purchasing property, issuing building permits, entrance permits and permits for the erection of advertising signs. Contact regional or district office.

416-248-3727
TR & COMM, URBAN & REGIONAL PLANNING OFFICE provides ministry and government officials with long range travel forecasts and evaluations, transportation plans, development strategies, policies and programs. Administers financial assistance to **municipalities** for transportation planning studies.

MUSEUMS

416-878-8151
AG & FOOD, ONTARIO AGRICULTURAL MUSEUM in Milton, Ontario, one of the **museums** operated by the Ontario Government, houses and displays tools, implements and artifacts associated with the history of Ontario agriculture.

416-965-5399
CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres (965-8433), sports facilities, arts facilities such as concert and exhibition halls, theatres, **museums,** heritage conservation projects, facilities for libraries and multicultural centres. Contact regional offices or main office.

416-965-4021
CULT & REC, HERITAGE ADMIN BR, MUSEUMS Assistance Program gives advisory and financial help to **museums** owned and maintained by municipalities, Indian Band Councils and conservation authorities and to other non-profit museums. See also Cult & Rec: Heritage Admin Br Architectural and Heritage Admin Br Historical for other activities of the branch.

416-978-3690
CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Canadiana collections (978-6738) at 14 Queen's Park Crescent West and the McLaughlin Planetarium (978-8558), is the largest of Canada's public **museums** and a major research institution with excellent collections in 20 different departments. These include the arts, archaeology and the sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects and specimens related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Write or call for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, Senior Citizens Club, and Saturday Morning Club for children and has a library of films. The ROM is located at 100 Queen's Park Cres. in Toronto.

MUSHROOMS

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses on horticulture and botany, design with plant material, to credit courses at universities. The RBG also offers the public extensive horticultural information on ornamental, native and poisonous plants, edible and poisonous **mushrooms,** and information on ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

MUSIC

Music, see Ontario Arts Council, also Arts

MUTUAL BENEFIT

Mutual Benefit Societies, see CCR Financial Institutions.

NAME CHANGES

Name Changes (existing corporations), see CCR Companies Services Br Corporation Names Section. Corporation Style Names, see CCR Companies Services Br Partnerships registration.

416-965-7351

ATT GEN, COUNTY AND DISTRICT COURTS have jurisdiction in both civil and criminal cases. Jurisdiction in civil cases is determined by nature of action and by amount claimed; in general the limit is $7,500. Statutes under which the courts handle proceedings include: Landlord and Tenant, Change of Name (applications for **name changes)** Child Welfare (adoptions) and Mental Incompetency (rights of the mentally incompetent). Persons rarely appear without legal counsel and in many cases either party may require trial by judge and jury. Criminal jurisdiction involves handling of trials, with or without jury, of all indictable offences with the exception of murder, piracy on the high seas and sedition. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Elsewhere, contact appropriate county or district court.

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and **name changes.** Statistics relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of $3.00 each. For correction of errors in registrations, contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

NAT RES ADMINISTRATIVE SERVICES BR

416-965-5134

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographical maps including canoe routes. Publications on mining are also available (965-1348). For a

description of administrative service functions, see first entry under Administrative Services. The branch also provides information on frog, turtle & snake identification.

NAT RES ALGONQUIN FORESTRY AUTHORITY

705-789-9647

NAT RES, ALGONQUIN FORESTRY AUTHORITY in Huntsville, Ontario is a Crown corporation responsible for harvesting timber in Algonquin Provincial Park and for supplying logs to designated mills. It operates under volume agreement with the Ministry of Natural Resources.

NAT RES AVIATION & FIRE MANAGEMENT CENTRE

705-942-1800

NAT RES, AVIATION & FIRE MANAGEMENT CENTRE in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, resources management, aerial surveys, aerial photographs, mercy flights, search and rescue missions and transportation. Organizes fire control planning and warden systems. Conducts forest fire control operations. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control.

NAT RES CAN-ONT RIDEAU-TRENT-SEVERN SECRETARIAT

705-743-9311

NAT RES, CAN-ONT RIDEAU-TRENT-SEVERN SECRETARIAT coordinates implementation of the Canada-Ontario Rideau-Trent-Severn (CORTS) agreement signed in February, 1975 by the federal Minister of Indian and Northern Affairs and the provincial Minister of Natural Resources. The agreement provides for coordinated planning and development of the recreational land corridor and waterway between Ottawa and Georgian Bay. Objectives include a pollution-free environment, adequate public recreation areas and adequate commercial and private development.

NAT RES CONSERVATION AUTHORITIES BR

416-965-6283

NAT RES, CONSERVATION AUTHORITIES BR encourages the conservation, development and utilization of water and related land resources by providing policy, funding assistance, management and planning direction to Conservation Authorities, autonomous bodies established under the Conservation Authorities Act. Provides grants to support resource management projects initiated and undertaken by the Authorities. These include water and land management programs (flood plain mapping, environmental assessment, dams, channel improvements and erosion control structures) and conservation and recreation land management programs (reforestation and woodlot management, wildlife management, outdoor recreation information and education).

NAT RES ENGINEERING SERVICES BR

416-965-1271

NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, water management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

NAT RES FINANCIAL SERVICES BR

416-965-2761

NAT RES, FINANCIAL SERVICES BR, besides the financial management and accounting functions as outlined in the first entry under Accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-2814 or regional or district offices.

NAT RES FISHERIES BR

416-965-7883

NAT RES, FISHERIES BR provides information on fishing conditions and regulations, open seasons, limits, licences, fish farming regulations, fish identification and conservation, hatcheries and sanctuaries, lamprey identification, mercury levels, freeze-up and break-up. Commercial Fish Section (965-3345) coordinates, regulates and licenses all commercial fishing in Ontario. The branch conducts biological and environmental research and provides information on scientific fish management (Maple, 832-2761). Can also supply information on the physical and chemical characteristics and improvement of lakes, rivers and streams as well as depth charts, shorelines, access and fishing maps. Provides liaison with the Federal government on boating restriction regulations and Small Craft Harbours and answers related inquiries (965-7887). Contact district offices.

NAT RES FOREST RESOURCES BR

416-965-2785

NAT RES, FOREST RESOURCES BR grows seedlings in provincial nurseries for the public and Crown reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests.

NAT RES INFORMATION SERVICES BR

416-965-2756

NAT RES, INFORMATION SERVICES BR is the information service for the Ministry of Natural Resources. Ministry library services are part of the branch: Resources (965-6310), Mining (965-1352), Research (Maple 832-2761). For a description of activities, see first entry under Information Service.

NAT RES INTERNAL AUDIT BR

416-965-4087

NAT RES, INTERNAL AUDIT BR is responsible for the ministry's audit function. For a description of the function, see first entry under Audit.

NAT RES LAND USE COORDINATION BR

416-965-2899

NAT RES, LAND USE COORDINATION BR establishes methods and procedures to coordinate planning for the use of Crown land. Participates in land use planning done by other ministries. Prepares lake plans. Coordinates the preparation of environmental assessments for the Ministry subject to the Environmental Assessment Act, 1975 (965-5344). Coordinates the review of plans of municipalities and other agencies relative to this ministry's plans and programs.

NAT RES LANDS ADMINISTRATION BR

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to prospectors, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown land. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls; carries out forfeiture process for patented mining lands.

NAT RES LEGAL SERVICES BR

416-965-2748

NAT RES, LEGAL SERVICES BR provides legal services for the Ministry of Natural Resources. For a description of branch activities, see first entry under Legal Services.

NAT RES MINE TAX ASSESSMENT

416-965-4069

NAT RES, MINE TAX ASSESSMENT issues annual assessment (tax) notices to Ontario mining companies on the basis of profit. Administers the Mining Tax Act.

NAT RES MINERAL RESOURCES BR

416-965-1559

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains statistics on mineral economics (965-1016) and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-3127), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing natural gas or oil or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

NAT RES MINING AND LANDS COMMISSIONER

416-965-1824

NAT RES, MINING AND LANDS COMMISSIONER exercises administrative and judicial duties under The Mining Act, The Mining Tax Act 1972 and The Beach Protection Act and such duties of the Minister of Natural Resources as are assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture and dispute and appeal hearings. Contact Queen's Park or regional offices.

NAT RES NIAGARA PARKS COMMISSION

416-356-2241

NAT RES, NIAGARA PARKS COMMISSION in Niagara Falls, Ontario operates a 56 kilometre system of parks along the Niagara River including recreation areas, scenic attractions, historic sites. The Niagara Parks Commission also runs a Horticultural School.

NAT RES OFFICE OF INDIAN LAND CLAIMS

416-965-6046

NAT RES, OFFICE OF INDIAN LAND CLAIMS researches and responds to specific Indian land claims and problems. Keeps the Ministry aware of the possible extent of future land claims. Develops Ministry positions and prepares recommendations to Cabinet. Does research in consultation with other ministries, the Federal Government, Indian Band Councils and native peoples associations. On the direction of Cabinet, negotiates the settlement of valid land claims with the Indian people involved.

NAT RES ONTARIO FOREST RESEARCH CENTRE

416-832-2761

NAT RES, ONTARIO FOREST RESEARCH CENTRE in Maple, Ontario provides scientific and technical knowledge and information to improve the management of forests in Ontario. Main research effort is biological and ecological rather than technological or economic, aimed at regeneration and improvement of forests.

NAT RES ONTARIO GEOLOGICAL SURVEY

416-965-4641

NAT RES, ONTARIO GEOLOGICAL SURVEY provides information on the geological and mineral resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques, presentation of classes & lectures on minerals. Analytical laboratory provides identification, chemical analyses and assays of mineral, rock and ore samples. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures, unpublished files and analytical services are used by the public, prospectors, mining companies, universities & government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake & Sudbury districts.

NAT RES PARK MANAGEMENT BR

416-965-2745

NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general information on parks contact 965-3081 and for park vacancy reports during the summer months call 967-0427 8:00 a.m. to midnight. Also contact district offices.

NAT RES PARK PLANNING BR

416-965-3981

NAT RES, PARK PLANNING BR develops and coordinates provincial parks planning and other public recreational facilities. Assists other government and private agencies with related planning. Contact regional office.

NAT RES PERSONNEL BR

416-965-3825

NAT RES, PERSONNEL BR performs the personnel functions for the Ministry of Natural Resources. For a description of branch activities, see first entry under Personnel. For employment inquiries call (965-2707); seasonal employment inquiries (965-1258). Also hires qualified 17 year old persons as junior rangers (965-1258). There are personnel officers in each of the Ministry's eight Regional Offices.

NAT RES POLICY COORDINATION SECRETARIAT

416-965-8422

NAT RES, POLICY COORDINATION SECRETARIAT assists the Deputy Minister by providing support, advice and information to existing policy planning mechanisms. Assesses and ensures the widest and earliest consideration to long-range policy proposals. Ensures liaison with the Cabinet, Cabinet Committees and other Ministries.

NAT RES PROVINCIAL PARKS COUNCIL

416-965-3981

NAT RES, PROVINCIAL PARKS COUNCIL advises the Minister of Natural Resources on policy, planning, development and management of Ontario Provincial Parks in relation to Ontario's changing recreational needs. Monitors and makes recommendations on the implementation of Algonquin Park Master Plan.

NAT RES REGIONAL OFFICES

NAT RES, REGIONAL OFFICES. There are eight Ministry of Natural Resources Administratiive Regions: four in Northern Ontario and four in Southern Ontario. Coordination of policy and delivery of services in these regional offices are administered by the Office of the Assistant Deputy Minister of Northern Ontario in Thunder Bay (807 475-1271), and the Office of the Assistant Deputy Minister of Southern Ontario in Queen's Park, Toronto (416 965-7783). There are several district offices in each region. These offices serve the public and local area interests on matters relating to: the harvesting of Crown timber, minerals, fish and wildlife, forest management, public lands and waters. The Northern Ontario regional and district offices are also involved with forest fire control planning and aviation service for fire detection and suppression and resources surveys.

NAT RES ST CLAIR PARKWAY COMMISSION

519-862-2291

NAT RES, ST CLAIR PARKWAY COMMISSION in Corunna is responsible for the establishment of a parkway along the St. Clair River from Point Edward on Lake Huron to Mitchell's Bay on Lake St. Clair. The St Clair Parkway Commission is a joint program of parks and recreation development by the Province of Ontario, County of Lambton, County of Kent, City of Chatham and the City of Sarnia.

NAT RES ST LAWRENCE PARKS COMMISSION

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION, Morrisburg, Ontario operates and maintains parks, campgrounds and historic sites, from the Ontario-Quebec border to 30 miles west of Kingston on Highway 33. Historic sites are Old Fort Henry at Kingston and Upper Canada Village east of Morrisburg. Other facilities include a Wildfowl Sanctuary, an 18 hole golf course, a railroad museum, nature trails and Pioneer and Loyalist memorials. Winter recreation facilities include cross-country skiing, snowmobiling, tobogganing, snowshoeing.

A maple sugar bush, skating and horse drawn sleigh rides operate at Upper Canada Village. A marina and riding stable are operated as concessions on Commission lands.

NAT RES SURVEYS & MAPPING BR A

416-965-6225

NAT RES, SURVEYS & MAPPING BR (A) provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, geological and other thematic maps for ministry field surveys. Drafting Services Section (965-7108) provides drafting, mapping and graphics support to the ministry. Geographical Referencing Section (965-4538) carries out research and development in automated cartography and associated digital information systems. Operates and maintains provincial control survey data bank, sets standards for control surveys and establishes base lines for instrument calibration. Cadastral Surveys Section (965-2714) installs and maintains control surveys. Has data from ministry and private surveyors on resurveys of township boundaries and Crown land surveys prior to their disposition under statute. See also Nat Res Surveys & Mapping Br B for other activities.

NAT RES SURVEYS & MAPPING BR B

416-965-4538

NAT RES, SURVEYS & MAPPING BR (B) provides topographical and cadastral descriptions of the land base. Mapping Services Section (965-4941) provides information and liaison on Ontario maps production program. Develops mapping standards and programs and handles contracts with industry for mapping products. The Ontario Centre for Remote Sensing (965-8411) serves the provincial government by providing special-mission aerial photographs, interpretation of air-borne and space-borne imagery. Provides remote sensing information to the public. Nomenclature Section (965-6515) maintains geographical nomenclature of provincial and federal maps, charts, etc. Controls and regulates official names and naming of geographical features, unincorporated populated places and municipalities. See also Nat Res Surveys & Mapping Br A for other activities.

NAT RES TIMBER SALES BR

416-965-2731

NAT RES, TIMBER SALES BR is responsible for managing and licensing timber sales in Ontario. Contact regional or district offices.

NAT RES WASAGA PARK PROJECT

705-429-2516

NAT RES, WASAGA PARK PROJECT. As part of a broader program of conserving areas containing unique natural resources and providing for public access to a large, high quality natural beach, the province has undertaken the development of a year-round recreational community at Wasaga Beach. This inter-ministry project involves integrated planning by Treasury, Economics & Intergov't. Affairs, Transportation & Communications, Environment, Natural Resources, Housing, Industry & Tourism. The second 5-year phase incorporating arterial road improvements and installation of sewage and water facilities commences in 1978-79 upon Cabinet approval. The Min. of Natural Resources coordinates project. Write: Box 183, Wasaga Beach, L0L 2P0.

NAT RES WILDLIFE BR

416-965-4251

NAT RES, WILDLIFE BR manages Ontario's wildlife resources: manages habitat; reviews and recommends management practices and policy; recommends and enforces related (e.g. hunting) laws and regulations; manages big game, upland game, waterfowl and endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas for wildlife-oriented recreation. Reviews land use planning and resources development in Northern Ontario to ensure that wildlife interests are considered. Conducts research on wildlife management, diseases and behavior (Maple, 832-2761). Fur Section (965-3345) regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

NATIVE PEOPLES

Native Peoples, see also Indian Band Councils

416-965-5184

ATT GEN, NATIVE COURT WORKER PROGRAM, Programs Admin Div, was initiated in 1972 by the Province of Ontario and the Federal government to meet the needs of **native peoples** who may be at a disadvantage when appearing before the courts. The Ontario Federation of Indian Friendship Centres is responsible for operating the program in 20 centres throughout the province.

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices on day care such as provision of financial assistance to municipalities, approved corporations and Indian Band Councils for the establishment of day nurseries; licensing and supervision of such; special day care programs (**native peoples,** handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.). Maintains provincial statistics on day nurseries. Provides liaison with other branches and ministries regarding care and pre-school education of children. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For questions re. financial assistance contact 965-2521. Contact district office.

416-965-5003

CULT & REC, INDIAN COMMUNITY SECRETARIAT assists Ontario **native peoples** in both on-reserve and off-reserve communities in gaining full access to existing services of ministries and in the development of self-determination and community leadership and initiative. Provides liaison between native groups and various levels of government. Where provincial funding channels do not exist, the Secretariat may consider projects from Indian Band Councils or incorporated bodies on a one-term last-resort basis. Contact field office or main office.

416-893-1121

CULT & REC, McMICHAEL CANADIAN COLLECTION, an art gallery in a beautiful setting in Kleinberg has an extensive collection of the works of Canadian artists including the Group Of Seven, Tom Thompson, Emily Carr, David Milne, Clarence Gagnon, and J. W. Morrice. Original Group of Seven members were A. Y. Jackson, Lawren Harris, J. E. H.

MacDonald, Franklin Carmichael, Arthur Lismer, Frederick H. Varley, Frank H. Johnston. A. J. Casson, Edwin Holgate and LeMoine FitzGerald joined later. Also included are works of art by **native peoples.** The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school tours by appointment.

416-965-6763

CULT & REC, RESOURCE CENTRE and Library under the Administrative Services Br maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, theatre, arts and crafts, **native peoples,** disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-5982

EDUC, CURRICULUM BR produces curriculum guidelines, resource material and circulars for use in Ontario from Kindergarten to Grade 13 and annotated lists of Canadian materials for use with above guidelines. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements metrication in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Supports elementary and secondary school broadcasts and related services through the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for **native peoples.**

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (A). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides for construction of Family and Senior Citizen Units where requested by municipalities in accordance with need. Rural & Native Housing Program provides mortgage geared-to-income housing mostly to **native peoples** in rural and remote areas. Community Sponsored Housing Program encourages community groups and municipalities to form non-profit housing corporations (cooperatives) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

416-965-6046

NAT RES, OFFICE OF INDIAN LAND CLAIMS researches and responds to specific Indian land claims and problems. Keeps the Ministry aware of the possible extent of future land claims. Develops Ministry positions and prepares recommendations to Cabinet. Does research in consultation with other ministries, the Federal Government, Indian Band Councils and **native peoples** associations. On the direction of Cabinet, negotiates the settlement of valid land claims with the Indian people involved.

416-965-4251

NAT RES, WILDLIFE BR manages Ontario's wildlife resources: manages habitat; reviews and recommends management practices and policy; recommends and enforces related (e.g. hunting) laws and regulations; manages big game, upland game, waterfowl and endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas for wildlife-oriented recreation. Reviews land use planning and resources development in Northern Ontario to ensure that wildlife interests are considered. Conducts research on wildlife management, diseases and behavior (Maple, 832-2761). Fur Section (965-3345) regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of **native peoples.** Contact regional or district offices.

NATURAL GAS

416-965-7627

CCR, ENERGY SAFETY BR which administers the Ontario Energy Act, strives to prevent loss of life, bodily injury and property damage by controlling safety hazards which can arise from the transmission, distribution and utilization of **natural gas,** oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-6276

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing **natural gas** from the Arctic Islands to markets in Southern Ontario.

416-965-1559

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains statistics on mineral economics (965-1016) and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-3127), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing **natural gas** or oil or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

416-965-2851

ONTARIO ENERGY BOARD regulates certain phases of the **natural gas** industry in Ontario including rates and charges, designation and authorization of storage areas, construction of transmission lines, expropriation for pipelines, gas franchises and certificates. Acts upon references by the Minister of Energy about wholesale Ontario Hydro rates, and by the Lieutenant Governor in Council on any questions about energy. The Board answers to the Legislature through the Minister of Energy.

NATURAL RESOURCES

Natural Resources, Ministry of, see NAT RES Branch Name

NEW DEMOCRATIC PARTY CAUCUS OFFICE

416-965-6494

NEW DEMOCRATIC PARTY CAUCUS OFFICE. Each Member of Provincial Parliament (MPP) belonging to the New Democratic Party (NDP) belongs to the NDP Caucus. The Caucus Office answers and deals with inquiries from the public and from other governmental jurisdictions. For general information, phone 965-6494. To contact NDP Research Office, phone 965-5392.

NIAGARA ESCARPMENT

416-877-5191

NIAGARA ESCARPMENT COMMISSION in Georgetown develops and implements a program to protect the distinct characteristics of the Niagara Escarpment and to ensure a balanced future use of Escarpment lands through interim development control and preparation of a development plan. The Commission reports to the Legislature through the Provincial Secretary for Resources Development. To contact Commission from Toronto and Brampton call 453-2468.

416-681-1555

HOUSING, NIAGARA ESCARPMENT DEVELOPMENT CONTROL Hearing Office in Burlington conducts hearings on appeals from decisions made by the **Niagara Escarpment** Commission.

416-965-6418

HOUSING, OPERATIONS & DEVELOPMENT CONTROL BR administers Minister's zoning order, validation, part-lot control and road closing applications. Comments to the Ontario Municipal Board on municipal zoning bylaws. Administers land severance applications for Northern Ontario. Processes appeals to the **Niagara Escarpment** Development Control Regulations. Coordinates the delegation of Minister's powers to local jurisdictions. Provides technical information, administrative support and statistical monitoring for the Plans Administration Div.

NIAGARA PARKS COMMISSION

416-356-2241

NAT RES, NIAGARA PARKS COMMISSION in Niagara Falls, Ontario operates a 56 kilometre system of parks along the Niagara River including recreation areas, scenic attractions, historic sites. The **Niagara Parks Commission** also runs a Horticultural School.

NOISE

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal, and of the Ministry of the Environment in the areas of water and sewage, waste disposal, air and **noise** pollution, in accordance with the Ontario Water Resources Act, 1970 and the Environmental Protection Act, 1971.

416-965-1193

ENV, POLLUTION CONTROL BR NOISE POLLUTION Control Section deals with the control of pollution from **noise** emissions and comments on the relationship between new and

existing land use and **noise** sources (e.g. industry, highways, railways and aircraft). Develops acoustics criteria and standards. Monitors blast concussion and ground vibration levels from operating pits and quarries in response to complaints. Promotes the Model Municipal **Noise** Control Bylaw for adoption by municipalities and assists in training of **noise** control officers. Although most municipalities have not yet completely adopted the Model Noise Bylaw, the City of Hamilton and several other municipalities have. The City of Toronto developed its own bylaw (465-5477). Contact regional offices.

416-965-5890

HOUSING, LOCAL PLANNING POLICY BR researches, develops policy, and recommends community planning standards to apply at the local government level (municipalities), consistent with provincial objectives. Local planning activities include urban subdivision design, land use planning related to aircraft **noise,** official plan social service policies, **noise** control through planning, public participation.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Acoustics Research Program studies **noise** from highways and other transportation components to: reduce excessive noise, understand its effects and develop standards for control. Develops **noise** barriers; studies **noise** of pavement surfaces and traffic, and assesses impact of trains.

416-248-7191

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics, i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of **noise,** impact of constructing new roads and highways and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving, i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highways lighting design, implication of energy future, etc.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Transit Systems Program conducts research in: Wheel-Rail Technology (e.g. study & simulation of stability and curving of rail vehicles, **noise** generated by wheel-rail interaction); Transit Infrastructure (e.g. elevated guideway design for light rail transit, simulation studies of vehicle & guideway interactions, establishment of Ont. highway bridges design codes); Electrical Motor Performance with respect to vehicle propulsion and performance studies of battery-powered electric vehicles; Other Transit Systems Applications, e.g. car pooling, dial-a-bus, transit demand modelling, bus applications & operations, computer modelling of various operating strategies; Transit Systems Reliability to aid in planning of maintenance facilities & spares provision and to develop reliability models for different transit systems.

NON-PROFIT CORPORATIONS

Non-Profit Corporations, see also Charitable Organizations

416-963-0387

CCR, COMPANIES SERVICES BR processes articles of incorporation, articles of amendment of business corporations, and applications for incorporation of churches, **non-profit corporations** and cooperatives, and issues letters patent (charters) with respect to them. Processes applications for licences in mortmain and extra-provincial licences. See also other sections of this branch described separately.

416-963-0373

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and **non-profit corporations,** licences in mortmain, extra-provincial licences, registration of partnerships and sole proprietorships, names and name style registration by corporations, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

NON-PROFIT HOUSING CORPORATIONS

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (A). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides for construction of Family and Senior Citizen Units where requested by municipalities in accordance with need. Rural & Native Housing Program provides mortgage geared-to-income housing mostly to native peoples in rural and remote areas. Community Sponsored Housing Program encourages community groups and municipalities to form **non-profit housing corporations** (cooperatives) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

NORAFFAIRS COMMUNITY SERVICE OFFICES

NORAFFAIRS, COMMUNITY SERVICE OFFICES located throughout Northern Ontario provide information service, referral and assistance on all Ontario government programs. Offices also help Federal government agencies service the North. Distribute publications and act as contact points for government agencies. See Appendix for list of offices.

NORAFFAIRS INFORMATION SERVICES BR

416-965-7577

NORAFFAIRS, INFORMATION SERVICES BR provides the Ministry with information service (as described in the first entry under Information Service). As well as the office in Toronto, an Information Officer is located in each of the regional offices in Northern Ontario: Sault Ste. Marie (705-942-0100) and Kencra (807-468-3135).

NORAFFAIRS MINISTRY OF NORTHERN AFFAIRS (A)

416-965-3707

NORAFFAIRS, MINISTRY OF NORTHERN AFFAIRS (A). This ministry was established to coordinate Ontario Gov't. services in Northern Ontario, to promote projects & programs in that area, to give people of the North a greater say in government. Its Toronto

office accommodates the Minister's and the Deputy Minister's offices, the Planning & Administration Div including Information Services, Program Planning, Policy Development, Administration & Support Services branches. Much of ministry business is carried out in the North through two regional offices: Northeastern (N.E.) in Sault Ste. Marie & Northwestern (N.W.) in Kenora. Each regional office, headed by an Ass't. Deputy Minister, has a Community Relations Br (N.E. in Sault Ste. Marie, 705-942-0100; N.W. in Kenora, 807-468-3135) and a Project Development Br (N.E. in Sudbury, 705-675-5641; N.W. in Thunder Bay, 807-475-1585). Community Service Offices are located across the North. See also Noraffairs Ministry of Northern Affairs (B).

NORAFFAIRS MINISTRY OF NORTHERN AFFAIRS (B)

416-965-3707

NORAFFAIRS, MINISTRY OF NORTHERN AFFAIRS (B). This ministry was established to coordinate Gov't. of Ontario services in Northern Ontario, to promote projects & programs in that area and to give people of the North a greater say in government. Ministry responsibilities include: The Regional Priority Budget in Northern Ontario administered by the Program Planning Br, Isolated Communities Assistance Fund for unorganized territories administered by the Regional Offices, community and regional development including townsite and community planning and infrastructure, airport construction and telecommunications in the remote North, transportation services such as norOntair & Ontario Northland Railway (Ontario Northland Transportation Commission), resource access roads (Northern Ontario Resource Transportation Committee), and Community Service Offices throughout the North. See also Noraffairs Community Service Offices, & Noraffairs Ministry of Northern Affairs (A).

NORAFFAIRS ONT NORTHLAND TRANSPORTATION COMM

705-472-4500

NORAFFAIRS, ONTARIO NORTHLAND TRANSPORTATION Commission (ONTC) in North Bay supervises transportation services in Northern Ontario such as air services (norOntair), highways services, railway services (including the Polar Bear Express and the Northlander), marine services (including ferry services to Manitoulin and cruises on Lake Nipissing) and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

NORONTAIR

NorOntair, see Noraffairs Ont Northland Transportation Comm

NORTH PICKERING

416-965-9168

HOUSING, NORTH PICKERING DEVELOPMENT CORPORATION is the Crown agency responsible for community planning and development of the new community at **North Pickering.**

416-294-9176

HOUSING, NORTH PICKERING LAND ACQUISITION and Management Br is responsible for acquiring and managing the Government-owned land within the **North Pickering** planning area on an interim basis pending future development and serves former property owners in **North Pickering** as well as tenants leasing Government-owned property.

NORTHERN AFFAIRS

Northern Affairs, Ministry of, see NORAFFAIRS Branch Name

NORTHERN ONTARIO

416-965-1170

HEALTH, COMMUNITY HEALTH PROTECTION BR, NOPHS (Northern Ontario Public Health Services) provides direct public health services to the unorganized territories in **Northern Ontario** which are not served by local health units. Also provides public health inspection service to industrial camps in these areas. Contact regional office. See also other sections in Health Community Health Protection Br described separately.

416-965-6418

HOUSING, OPERATIONS & DEVELOPMENT CONTROL BR administers Minister's zoning order, validation, part-lot control and road closing applications. Comments to the Ontario Municipal Board on municipal zoning bylaws. Administers land severance applications for **Northern Ontario.** Processes appeals to the Niagara Escarpment Development Control Regulations. Coordinates the delegation of Minister's powers to local jurisdictions. Provides technical information, administrative support and statistical monitoring for the Plans Administration Div.

416-965-4251

NAT RES, WILDLIFE BR manages Ontario's wildlife resources: manages habitat; reviews and recommends management practices and policy; recommends and enforces related (e.g. hunting) laws and regulations; manages big game, upland game, waterfowl and endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas for wildlife-oriented recreation. Reviews land use planning and resources development in **Northern Ontario** to ensure that wildlife interests are considered. Conducts research on wildlife management, diseases and behavior (Maple, 832-2761). Fur Section (965-3345) regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

NORAFFAIRS, COMMUNITY SERVICE OFFICES located throughout **Northern Ontario** provide information service, referral and assistance on all Ontario government programs. Offices also help Federal government agencies service the North. Distribute publications and act as contact points for government agencies. See Appendix for list of offices.

416-965-7577

NORAFFAIRS, INFORMATION SERVICES BR provides the Ministry with information service (as described in the first entry under Information Service). As well as the office in Toronto, an Information Officer is located in each of the regional offices in **Northern Ontario:** Sault Ste. Marie (705-942-0100) and Kencra (807-468-3135).

416-965-3707

NORAFFAIRS, MINISTRY OF NORTHERN AFFAIRS (A). This ministry was established to coordinate Ontario Gov't. services in **Northern Ontario,** to promote projects & programs in that area, to give people of the North a greater say in government. Its Toronto

office accommodates the Minister's and the Deputy Minister's offices, the Planning & Administration Div including Information Services, Program Planning, Policy Development, Administration & Support Services branches. Much of ministry business is carried out in the North through two regional offices: Northeastern (N.E.) in Sault Ste. Marie & Northwestern (N.W.) in Kenora. Each regional office, headed by an Ass't. Deputy Minister, has a Community Relations Br (N.E. in Sault Ste. Marie, 705-942-0100; N.W. in Kenora, 807-468-3135) and a Project Development Br (N.E. in Sudbury, 705-675-5641; N.W. in Thunder Bay, 807-475-1585). Community Service Offices are located across the North. See also Noraffairs Ministry of Northern Affairs (B).

416-965-3707

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705-472-4500

NORAFFAIRS, ONTARIO NORTHLAND TRANSPORTATION Commission (ONTC) in North Bay supervises transportation services in **Northern Ontario** such as air services (norOntair), highways services, railway services (including the Polar Bear Express and the Northlander), marine services (including ferry services to Manitoulin and cruises on Lake Nipissing) and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

416-965-9569

ROYAL COMMISSION ON THE NORTHERN ENVIRONMENT was established in July, 1977 to determine the effects of major enterprises north of the 50th parallel on the natural environment and social, economic and cultural conditions in **Northern Ontario;** to investigate the feasibility of alternative uses of natural resources; to suggest ways and means of assessing and deciding on environmental aspects of major enterprises. Write to the Commission at 55 Bloor St. W., Rm. 801, Toronto M4W 1A5.

NORTHLANDER

Northlander, see Noraffairs Ont Northland Transportation Commission

NOTARIES PUBLIC

416-965-2816

ATT GEN, COURTS ADMINISTRATION PROGRAM manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, Small Claims, Surrogate Court and Supreme Court of Ontario offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and

family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the peace, **notaries public** and commissioners of oaths or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

416-965-2740

ATT GEN, PROFESSIONAL ORGANIZATIONS PROJECT was formed in 1976 to study the administration of statutes dealing with certain professional and self-governing organizations in order to suggest legislation setting the legal framework within which these professions are to operate. The particular statutes being reviewed are Architects Act, Law Society Act, Notaries Act (**notaries public**), Professional Engineers Act and Public Accountancy Act.

NUCLEAR POWER

LABOUR, SPECIAL STUDIES & SERVICES BR. Health Studies Services (965-6375) conducts occupational health studies and provides consultative services on the effects of occupational and environmental exposure to hazardous agents or materials on human health. Safety Studies Service (965-6111) conducts studies in occupational safety and maintains contact with organizations involved in accident prevention. Radiation Protection Services (965-8178) directs a program to protect employees and the public from harmful effects of radiation including industrial X-Rays, radioactive materials, microwaves, lasers. Radiation Protection Laboratory (965-2201) analyzes radioactive materials. Develops monitoring techniques and equipment for identification of radioactive sources. The Branch also deals with contingencies related to **nuclear power** generating stations and heavy water plants.

416-965-2111

ROYAL COMMISSION ON ELECTRIC POWER PLANNING was established in 1975 to inquire into the long-range planning of Ontario's electric power system. It will examine the long-range planning concepts of Ontario Hydro and relate them to the broad range of provincial planning, the use of electrical energy and to environmental, energy and socio-economic factors. Will report on its conclusions relating to **nuclear power** by June 30, 1978. The Commission funds several interest groups for research activities and assists them in participation at commission hearings. Operates a Library and Information Centre. To obtain materials and submissions from previous hearings, contact the Royal Commission office at 14 Carlton Street, 7th Floor, Toronto, M5B 1K5. Reports to the Legislature through the Provincial Secretary for Resources Development.

NURSERIES

Nurseries for children, see Day Care

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls dealers of fruit & vegetables. Issues licences to **nurseries,** and controls disease found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) production, packaging, wholesaling and retailing. Contact county or district office.

416-562-4141
AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO conducts horticultural research to increase production and develop new varieties of fruit, vegetables and wine. It also aids growers of ornamental plants, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and **nurseries.**

416-965-2785
NAT RES, FOREST RESOURCES BR grows seedlings in provincial **nurseries** for the public and Crown reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests.

NURSING

Nursing care at home, see Health Community Health Home care Program.

416-965-6161
COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Employment Centres for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools (965-9127), and for Regional Schools For **Nursing** Assistants (965-4051).

416-965-8045
HEALTH, CONSULTING SERVICES BR Consultants are experienced in their own fields of personal health care (i.e., health services provided by health practitioners to and for individuals who request them). Consultants provide the ministry with expertise and advice on the entire health care delivery system and increasingly in the area of health care planning. New objectives are to seek lower cost alternatives to present aspects of the system. Consultants represent general and specialty physicians, psychology, physiotherapy, occupational therapy, speech pathology and audiology, **nursing** and social work. They serve on Branch Committees and Planning Teams and on various Task Forces to help formulate Ministry policy. The Branch manages these programs: Adult Community Mental Health, Alcohol and Drug Abuse, Long Term Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) which attracts physicians to practise in rural and isolated communities.

416-965-7285
HEALTH, HEALTH BOARDS SECRETARIAT has two main functions: provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear any appeal from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, pharmacists and **nursing.**

416-965-4441
HEALTH, HEALTH PROMOTION BR PUBLIC HEALTH NURSING Consultants provide consultation to health agencies in all areas of public health **nursing** services. Provides information on job opportunities and licensing to practise public health **nursing.** See also other sections in Health Health Promotion Br described separately.

416-965-5021
HEALTH, MANPOWER PLANNING Section under the Office of the Deputy Minister, Community Health Services, assembles and provides information on supply and requirements for health manpower (physicians, **nursing** & allied health professionals, etc.) and prepares policy studies for Ministry review. Advises Canada Employment & Immigration Commission on requests for immigration approvals for physicians. As of July 1, 1978, administers clinical education budgets for support of medical and allied health interns, residents and teachers in health science centres and hospitals funded by the Ministry. The section serves the Ministries of Health, Colleges & Universities, and the Ontario Council of Health.

NURSING HOMES

416-965-5081
HEALTH, INSPECTION BR NURSING HOME INSPECTION Services licenses, inspects and investigates complaints about **nursing homes.** Inspection involves quality and quantity of nursing and personal care provided, adequacy of fire and general safety equipment, sanitation. Approves construction plans for new homes. Most nursing home residents are eligible for Extended Health Care (EHC) benefits under the Ontario Health Insurance Plan (OHIP). Under the EHC program, chronic care patients in hospitals and psychiatric hospitals are discharged to Homes for Special Care and **nursing homes** which can better meet their treatment needs while making more hospital beds available. OHIP partially covers cost of treatment. Application for EHC is made through a family doctor. For further information on EHC contact Health Communications Br, 965-5167. For **nursing homes** licensing, inspection and complaints, contact head office or regional offices (in Toronto, 965-4690). For approval for development of new beds contact Institutional Division, 965-8079.

416-965-5700
HEALTH, INSURANCE CLAIMS BR processes insurance claims under the Ontario Health Insurance Plan (OHIP). Administers district offices which answer questions about enrolment in OHIP, premium payments, claims payments and Extended Health Care benefits. Appeals concerning Extended Health Care benefits in **nursing homes** are handled by the Medical Eligibility Committee (965-3294). Contact district offices (in Toronto, 482-1111).

NUTRITION

416-965-5884
HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on **nutrition,** food budgeting, meal planning, obesity control, dental and prenatal care and care for senior citizens. See also other sections in Health Health Promotion Br described separately.

OBESITY CONTROL

Obesity Control, see Health Health Promotion Br Nutrition

OBSERVATION AND DETENTION HOMES

416-965-4727

COMM SOC, STANDARDS & INFORMATION SYSTEMS GROUP is primarily a Research and Evaluation Unit concerned with standards of care for children in publicly funded services, and the information flows necessary for effective management of the service delivery system. Ultimately the group will be responsible for licensing children's care services, monitoring standards, and evaluation of programs for children. At present the emphasis is on the development of standards of care and the information systems of the Children's Services Division. The **Observation and Detention Homes** Program (965-9481) is currently associated with the Group.

OCAP

OCAP (Ontario Career Action Program), see Coll Univ Industrial Training Br

OCCUPATIONAL HEALTH

416-965-2448

LABOUR, ADVISORY COUNCIL ON OCCUPATIONAL HEALTH & OCCUPATIONAL SAFETY advises the Minister of Labour on matters involving **occupational health** and occupational safety. Provides liaison between the Ministry and special interest groups wishing to draw government attention to particular concerns in this field.

416-965-7161

LABOUR, CONSTRUCTION HEALTH & SAFETY BR is concerned with protecting the **occupational health** and safety of employees in the construction industry, including work on buildings, streets, sewers, water mains, underground work, and work under compressed air. The Branch periodically inspects construction sites, investigates fatalities and serious accidents and provides consultative services to all involved in the construction industry, e.g. labour, management, contractors, designers. Safety publications are available. Contact Queen's Park or District Offices.

416-965-4125

LABOUR, INDUSTRIAL HEALTH & SAFETY BR is concerned with protecting the **occupational health** and safety of employees in industry including the logging industry. (For the construction and mining industries, see Labour Construction Health & Safety Br and Labour Mining Health & Safety Br). This branch encourages employers and employees to assume primary responsibility for **occupational health** and safety programs by establishing Internal Responsibility Systems and consulting with them so problems are recognized and ongoing safety programs are established. Periodically inspects industrial establishments and logging sites; investigates fatalities and serious accidents. Reviews plans for new buildings and alterations to existing ones to check **occupational health** and safety hazards. Contact Queen's Park or District Offices.

416-965-1328

LABOUR, MINING HEALTH & SAFETY BR is responsible for the administration of the Mining Act and the succeeding legislation for mines, open pits, industrial quarries, sand, clay, shale, gravel pits and metallurgical operations. Periodically inspects these establishments; conducts air samples to ensure a safe working environment. Investigates fatalities and serious accidents. Consults with labour and management to increase their involvement in

identifying and solving **occupational health** and safety hazards. Reviews and provides advice on pre-development plans of mining and metallurgical operations to check hazards before construction. Tests hoist cables and trains mine rescue personnel. Contact Queen's Park or District Offices.

416-965-3211

LABOUR, OCCUPATIONAL HEALTH BR operates a consulting service in **occupational health** to ministries and to industry. Occupational Health Medical Service (965-3610) provides consultation on medical & nursing services to those who provide in-plant health care facilities & a healthful working environment for employees. Occupational Health Engineering Serv. (965-4066) provides consultation to operating branches & to industry; visits plants & sites to identify & assess health hazards from exposure to chemical, physical & biological agents and to recommend control measures. Industrial Chest Disease Serv. (965-4075) deals with identification & prevention of respiratory diseases from occupational exposure to hazardous agents. Works closely with Workmen's Compensation Board and Chest Clinic Services (Health) which conducts chest x-rays of miners. Occupational Health Laboratory Serv. (965-7925) performs chemical analyses of biological specimens, air samples, industrial materials.

LABOUR, SPECIAL STUDIES & SERVICES BR. Health Studies Services (965-6375) conducts **occupational health** studies and provides consultative services on the effects of occupational and environmental exposure to hazardous agents or materials on human health. Safety Studies Service (965-6111) conducts studies in occupational safety and maintains contact with organizations involved in accident prevention. Radiation Protection Services (965-8178) directs a program to protect employees and the public from harmful effects of radiation including industrial X-Rays, radioactive materials, microwaves, lasers. Radiation Protection Laboratory (965-2201) analyzes radioactive materials. Develops monitoring techniques and equipment for identification of radioactive sources. The Branch also deals with contingencies related to nuclear power generating stations and heavy water plants.

416-965-5533

LABOUR, STANDARDS & PROGRAMS BR coordinates: gathering of information about and analysis of specific **occupational health** & safety hazards; providing detailed action plans & programs to control hazards in industry, e.g. construction industry, mining, logging industry. Assists operating branches in developing operation procedures; coordinates short & long range objectives, evaluation mechanisms; maintains **occupational health** statistics, e.g. injuries, illnesses. Coordinates development & distribution of standards information & guidelines. Provides information on **occupational health** and safety (outside Metro call Zenith 5-9500) and liaises with related public and private sector advisory services. Advisory Service Section (965-8710) provides policy and administrative support for Provincial Lottery Fund Awards Committees on grants for **occupational health** research. Write to: Standards & Programs Br, Min. of Labour, 400 University Ave., 9th Flr., Toronto M7A 1T7.

OCCUPATIONAL THERAPY

416-965-2161

HEALTH, COMMUNITY HEALTH, HOME CARE PROGRAM provides health services at the local level to insured Ontario residents in their home upon recommendation of a doctor. Services include nursing, physiotherapy, **occupational therapy,** medical and social work, drugs and medical supplies, meals-on-wheels, and homemaking. Contact Queen's Park or local Board of Health.

416-965-8045

HEALTH, CONSULTING SERVICES BR Consultants are experienced in their own fields of personal health care (i.e., health services provided by health practitioners to and for individuals who request them). Consultants provide the ministry with expertise and advice on the entire health care delivery system and increasingly in the area of health care planning. New objectives are to seek lower cost alternatives to present aspects of the system. Consultants represent general and specialty physicians, psychology, physiotherapy, **occupational therapy,** speech pathology and audiology, nursing and social work. They serve on Branch Committees and Planning Teams and on various Task Forces to help formulate Ministry policy. The Branch manages these programs: Adult Community Mental Health, Alcohol and Drug Abuse, Long Term Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) which attracts physicians to practise in rural and isolated communities.

OECA

OECA (Ontario Educational Communications Authority), see Cult & Rec OECA.

OFFENDER

Offender, see Inmates, Ex-Offenders

OFFICE OF THE COORD ON BILINGUALISM

416-965-3865

OFFICE OF THE COORDINATOR ON BILINGUALISM coordinates the implementation of the Government's bilingualism policy (provision of French language services to the public). Provides related information and advice to other Ontario Government ministries, the media and the public.

OFFICE OF THE OMBUDSMAN

416-869-4000

OFFICE OF THE OMBUDSMAN. The Ombudsman is an officer of the Legislature of Ontario. His function, with specific exceptions, is to investigate any decision, recommendation, act or omission made in the administration of any ministry or agency of the Ontario Government. Complaints should be made in writing, however complainants can visit or call: Ombudsman's Office, 65 Queen St., W., Toronto M5H 2M5, Tel. 869-4000 (24-hour phone service). Staff is multilingual. The Ombudsman reports at least annually to the Speaker of the Legislature. An office is located at Room 157, Legislative Bldg., Queen's Park, Toronto, telephone 965-7930, but the public is encouraged to contact the Queen St. office. The Ombudsman is listed in all Ontario telephone directories under Ombudsman Ontario.

OFFICE OF THE PROVINCIAL AUDITOR

416-965-1381

OFFICE OF THE PROVINCIAL AUDITOR carries out the statutory requirements imposed under the Audit Act and other statutes of the province. The Provincial Auditor manages the audit of the Consolidated Revenue Fund as well as that of ministerial and quasi-judicial agencies.

OFFICIAL GUARDIAN

416-965-1865

ATT GEN, **OFFICIAL GUARDIAN** represents the civil rights of persons under a legal disability usually children under 18 years of age or the mentally incompetent, as well as unborn and absentee persons. The **Official Guardian** also makes recommendations to the Court regarding the care, custody and maintenance of children in divorce cases.

OFFICIAL PLANS

416-965-9433

AG & FOOD, FOODLAND DEVELOPMENT BR reviews **official plans,** environmental assessments and project proposals for their land use planning implications to agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes farm land held by the government for future development. Administers the Tile Drainage Act and the Drainage Act which provide financial assistance to improve the productivity of agricultural land. Administers the Agricultural Tile Drainage Installation Act which requires licensing of installers of tile drainage systems on agricultural land.

416-965-1912

ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of zoning bylaws, **official plans** and any appeal as provided under the Planning Act and under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which provides financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating **official plans** and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants. Municipalities are responsible for designating sites for mobile homes by passing zoning bylaws under the Planning Act.

416-965-6418

HOUSING, OFFICIAL PLANS BR processes and recommends for approval by the Minister of Housing all **official plans** and offical plan amendments submitted by municipalities. Answers inquiries from municipalities and the public on land use planning matters.

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways, for the purchase of capital assets and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transportation

services (248-3785). Develops planning policies for provincial highways system and studies route locations (248-3577). Reviews municipal **official plans,** subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airport systems and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities and is involved in public participation programs of ministry projects (248-3931).

OHAP

OHAP, see Ontario Housing Action Program

OHC

OHC (Ontario Housing Corporation), see Housing OHC Branch Name

OHIP

OHIP, see Ontario Health Insurance Plan

OIL

Oil, see also Edible Oils

416-965-7627

CCR, ENERGY SAFETY BR which administers the Ontario Energy Act, strives to prevent loss of life, bodily injury and property damage by controlling safety hazards which can arise from the transmission, distribution and utilization of natural gas, **oil** and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-6276

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude **oil** from the Athabasca **oil** sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

416-965-1559

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains statistics on mineral economics (965-1016) and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-3127), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing natural gas or **oil** or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

OLD FORT HENRY

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION, Morrisburg, Ontario operates and maintains parks, campgrounds and historic sites, from the Ontario-Quebec border to 30 miles west of Kingston on Highway 33. Historic sites are **Old Fort Henry** at Kingston and Upper Canada Village east of Morrisburg. Other facilities include a Wildfowl Sanctuary, an 18 hole

golf course, a railroad museum. nature trails and Pioneer and Loyalist memorials. Winter recreation facilities include cross-country skiing, snowmobiling, tobogganing, snowshoeing. A maple sugar bush, skating and horse drawn sleigh rides operate at Upper Canada Village. A marina and riding stable are operated as concessions on Commission lands.

OLD FORT WILLIAM

807-577-8461

CULT & REC, **OLD FORT WILLIAM,** one of the historic sites operated by the ministry, is a reconstruction of the original Fort William as it was in the period 1803-1821. The original Fort was the inland headquarters of the North West Company and the focal point of the Company's operations and vast explorations. Each summer it was the temporary home of 2,000 or more voyageurs, clerks, natives and North West Company partners who assembled there for the Great Rendezvous. Today, the visitor is invited to 'venture into the past' to experience life as it was in this colourful era. Old Fort William is a living historical community and, as such, it offers the visitor a wide range of experiences. Open to the public May-October. Contact Old Fort William, Vickers Heights P.O., Thunder Bay, Ontario P0T 2Z9, telephone 807-577-8461.

OLEOMARGARINE

416-965-3107

AG & FOOD, MILK COMMISSION OF ONTARIO develops policy for producing, processing and marketing milk and dairy products. Serves as an appeal tribunal for anyone within the industry aggrieved by a decision of the Ontario Milk Marketing Board, the Ontario Cream Producers Marketing Board, or by the Milk Industry Branch (e.g. licensing of plants manufacturing **oleomargarine** and edible oils). Also interprets the Milk Act and its regulations for the public. The Commission issues licences to cheese buyers who purchase cheddar cheese on the cheese exchanges at Belleville and Stratford. For inquiries re quality, labelling of fluid milk and milk products, call the Milk Industry Branch, 965-2411.

416-965-2411

AG & FOOD, MILK INDUSTRY BR undertakes programs to ensure that milk marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. Provides for inspection of all dairy farms and monthly testing of raw milk. Arranges for training, licensing and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences and regulates plants manufacturing milk products, **oleomargarine** and edible oils. The laboratory in Guelph analyzes all samples for butterfat, protein and lactose and reports results to the Ontario Milk Marketing Board for producer payment purposes. Conducts regular milk utilization audits.

OMB

OMB (Ontario Municipal Board), see Att Gen Ontario Municipal Board

OMBUDSMAN

416-869-4000

OFFICE OF THE OMBUDSMAN. The **Ombudsman** is an officer of the Legislature of Ontario. His function, with specific exceptions, is to investigate any decision, recommendation, act or omission made in the administration of any ministry or agency of the Ontario

Government. Complaints should be made in writing, however complainants can visit or call: Ombudsman's Office, 65 Queen St., W., Toronto M5H 2M5, Tel. 869-4000 (24-hour phone service). Staff is multilingual. The **Ombudsman** reports at least annually to the Speaker of the Legislature. An office is located at Room 157, Legislative Bldg., Queen's Park, Toronto, telephone 965-7930, but the public is encouraged to contact the Queen St. office. The **Ombudsman** is listed in all Ontario telephone directories under Ombudsman Ontario.

ON-THE-JOB-TRAINING

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial training (manpower training) programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including **on-the-job-training,** full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact local Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Employment Centre. OCAP Administration Office in Queen's Park is at 965-0668.

ONT ADVISORY COUNCIL ON PHYSICALLY HANDICAPPED

416-965-9537

ONT ADVISORY COUNCIL ON THE PHYSICALLY HANDICAPPED consists of a chairman and twenty members appointed by Order in Council. Council advises the government on matters pertaining to the well-being of physically handicapped persons. Promotes the development and creation of opportunities for self-help. Reviews current relevant policies involving education, employment, rehabilitation, income maintenance, health measures, programs on housing, transportation, recreation, guardianship and other related services. Council meets monthly. Reports to Legislature through the Provincial Secretary for Social Development.

ONTARIO ADVISORY COUNCIL ON MULTICULTURALISM

416-965-2324

ONTARIO ADVISORY COUNCIL ON MULTICULTURALISM consists of twenty-five appointed members (by Order in Council) who are regionally and ethnically representative of major areas in Ontario and have had previous experience related to multiculturalism. Council's role is to advise government on how the principles of multiculturalism may be better understood and put to practical use. The Council meets monthly and reports to the Provincial Secretary for Social Development.

ONTARIO ADVISORY COUNCIL ON SENIOR CITIZENS

416-965-2324

ONTARIO ADVISORY COUNCIL ON SENIOR CITIZENS consists of eighteen appointed members (by Order in Council) who are regionally representative of major areas in Ontario. Members have both professional and voluntary backgrounds in the field of aging. Council's role is to advise government on ways to improve the quality of life of senior citizens. General meetings of all council members are held monthly. The Council reports to the Provincial Secretary for Social Development. The Council produces a quarterly newsletter: 'Especially for Seniors', which is sent to Ontario senior citizens who receive a government pension.

ONTARIO ARTS COUNCIL

Ontario Arts Council, see also Cult & Rec Festival Ontario

416-961-1660

CULT & REC, **ONTARIO ARTS COUNCIL,** created to promote the study, enjoyment of, and production of works in the arts, provides grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, makers of films and photographers may also apply. Other programs include Creative Artists In Schools (CAIS) and ONTOUR which assists concert artists, soloists, performing groups, and groups that sponsor local appearances. The **Ontario Arts Council** is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

ONTARIO BOARD OF PAROLE

416-750-3360

CORR SERV, ONTARIO BOARD OF PAROLE considers for parole inmates serving sentences which include indefinite terms. The **Ontario Board of Parole** only reviews terms of persons in provincial correctional institutions, not of those in federal institutions.

ONTARIO CAMP LEADERSHIP CENTRE

Ontario Camp Leadership Centre, see Cult & Rec Special Services Br

ONTARIO CAREER ACTION PROGRAM

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial training (manpower training) programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact local Industrial Training Office. The Branch administers the **Ontario Career Action Program** (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Employment Centre. OCAP Administration Office in Queen's Park is at 965-0668.

ONTARIO COUNCIL OF HEALTH

416-965-5031

HEALTH, **ONTARIO COUNCIL OF HEALTH** advises the Minister of Health on all health care matters. Studies questions affecting health services, research and manpower. Also makes recommendations about other studies not done by the Council.

ONTARIO DEVELOPMENT CORPORATION

416-965-4622

IND & TOUR, DEVELOPMENT CORPORATIONS. The **Ontario Development Corporation** (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by providing: financial assistance through incentive and term loans and bank guarantees; sites, facilities and services in two industrial parks; technical, business and financial information and advice. Tourism operations, secondary manufacturing industries and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and technology, financing exports, purchasing and installing pollution control and energy conservation equipment. Contact corporation regional office.

ONTARIO ECONOMIC COUNCIL

416-965-4315

TE & IA, **ONTARIO ECONOMIC COUNCIL** (OEC) is an advisory group reporting to the Government on a wide range of economic and other matters, such as urban affairs, social security, health and education policy. The OEC coordinates its work with the Economic Council of Canada and government ministries. Publishes an annual report which details research publications and work in progress.

ONTARIO EDUCATIONAL COMMUNICATIONS AUTHORITY

416-484-2600

CULT & REC, OECA. The **Ontario Educational Communications Authority,** an autonomous provincial Crown corporation, administers educational broadcasting in Ontario. OECA operates an educational television network, TVOntario, with outlets in Toronto (Channel 19), Ottawa (Channel 24), Kitchener (Channel 28), London (Channel 18), Chatham (Channel 19) & Windsor (Channel 32). In the summer of 1978 TVOntario will service Thunder Bay (Channel 9), Sudbury (Channel 19), Saulte Ste Marie (Channel 20); other northern areas are reached by microwave cable link. Broadcast day extends for 16 hours with programs aimed at pre-school, in-school, teachers & adult learners. OECA also operates the Provincial Broadcast Service for 2-3 hours using facilities of CBC, its affiliates & private stations. Provides: a cable package for viewers in areas not reached by TVOntario, video & audio tapes through its VIPS Distribution Systems.

416-965-5982

EDUC, CURRICULUM BR produces curriculum guidelines, resource material and circulars for use in Ontario from Kindergarten to Grade 13 and annotated lists of Canadian materials for use with above guidelines. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Administers the Book Purchase Plan which provides copies of newly approved textbooks to schools. Implements metrication in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Supports elementary and secondary school broadcasts and related services through the **Ontario Educational Communications Authority** (OECA). Develops materials for courses about and for native peoples.

ONTARIO ENERGY BOARD

416-965-2851

ONTARIO ENERGY BOARD regulates certain phases of the natural gas industry in Ontario including rates and charges, designation and authorization of storage areas, construction of transmission lines, expropriation for pipelines, gas franchises and certificates. Acts upon references by the Minister of Energy about wholesale Ontario Hydro rates, and by the Lieutenant Governor in Council on any questions about energy. The Board answers to the Legislature through the Minister of Energy.

ONTARIO ENERGY CORPORATION

416-965-6276

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The **Ontario Energy Corporation** has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

ONTARIO FILM INSTITUTE

416-429-4100

CULT & REC, ONTARIO SCIENCE CENTRE conducts a varied program of education in the origins and development of science and technology and in Ontario's role in this progress. Located at Don Mills and Eglinton Ave. in North York, the Ontario Science Centre is open to the public daily and offers tours to school classes. Part of the Ontario Science Centre is the **Ontario Film Institute** (OFI), founded in 1969 to encourage the development of the art of the film and to foster public appreciation and study of film history, origins and accomplishments. The OFI has three divisions: the Institute itself which is the reference and information centre, the Ontario Film Theatre (for showings of films) and the Ontario Film Archive.

ONTARIO FOOD COUNCIL

416-965-7701

AG & FOOD, **ONTARIO FOOD COUNCIL** promotes the development of domestic and foreign markets for Ontario's food products. The Consumer Section of the **Ontario Food Council** provides consumer information, education and publications on the availability, storage, quality and nutritive value, purchase and use of Ontario foods. The Council provides administrative support to the Ontario Maple Syrup Producers Association.

ONTARIO GAZETTE

Ontario Gazette, see Govt Serv Printing Services Br.

ONTARIO GOVERNMENT BOOKSTORE

416-965-2069

GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms and purchases printing services from the private sector as required by ministries and agencies. Handles contracting for all legislative printing including the Ontario Gazette and provides subscriptions to Hansard, Bills, Votes and Proceedings and Order Papers (965-2238).

Publishes the Ontario Government Telephone Directory (965-3004). Duplicating Service (965-2211) provides an in-plant facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through the Publications Centre (965-6015) and the **Ontario Government Bookstore** (965-2054) is responsible for cataloguing, inventory control and distribution of Ontario Government publications to the public, other ministries and agencies and to libraries through a province-wide library depository system.

ONTARIO GOVERNMENT PUBLICATIONS

416-965-6015

ONTARIO GOVERNMENT PUBLICATIONS are warehoused, catalogued and distributed by mail through the Publications Centre, Ministry of Government Services, 5th floor, 880 Bay St. Toronto, M7A 1N8 (965-6015), or through the Ontario Government Bookstore at 880 Bay St., Toronto (965-2054). Cheques or money orders should be made payable to the Treasurer of Ontario. Microfiche of certain government documents, bibliographic and reference services are also available (965-1415). For publications issued directly by a ministry, contact that ministry's regional office or its Information Services Branch in Queen's Park. The Publications Warehouse is located at 1220 Markham Road, Scarborough (Phone: 438-4520).

ONTARIO HEALTH INSURANCE PLAN

416-482-1111

HEALTH, ENROLMENT BRANCH enrolls all persons eligible for the **Ontario Health Insurance Plan** (OHIP); maintains records and answers all questions regarding enrolment and insured status. Immigrants receive health insurance coverage from date of application provided they apply within 90 days of landing in Ontario. Reviews eligibility for insured services. Administers program relating to : OHIP Premium assistance based on taxable income and OHIP premium assistance based on age. Senior citizens 65 years of age or over who have resided in Ontario for the 12 months preceding application are eligible. Also provides service to employers in administration of their insured groups. Contact district offices (in Toronto, 482-1111).

416-965-5700

HEALTH, INSURANCE CLAIMS BR processes insurance claims under the **Ontario Health Insurance Plan** (OHIP). Administers district offices which answer questions about enrolment in OHIP, premium payments, claims payments and Extended Health Care benefits. Appeals concerning Extended Health Care benefits in nursing homes are handled by the Medical Eligibility Committee (965-3294). Contact district offices (in Toronto, 482-1111).

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting **Ontario Health Insurance Plan** (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

ONTARIO HERITAGE FOUNDATION

416-965-9504

CULT & REC, **ONTARIO HERITAGE FOUNDATION** advises the Minister of Culture & Recreation on issuing archaeological licences and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical or architectural significance. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

ONTARIO HOME RENEWAL PROGRAM

Ontario Home Renewal Program, see Housing, Community Renewal Br (A).

ONTARIO HOUSING

Ontario Housing, see Rent Geared to Income

ONTARIO HOUSING ACTION PROGRAM

416-965-6418

HOUSING, **ONTARIO HOUSING ACTION PROGRAM** (OHAP) which was established to expedite production and stabilize costs of new housing especially for lower and moderate income families, ended on March 31, 1978. Ongoing work under existing OHAP agreements will be coordinated by the Development Control Section, Operations & Development Br of the Plans Administration Division.

ONTARIO HUMAN RIGHTS COMMISSION

416-965-6841

ONTARIO HUMAN RIGHTS COMMISSION administers the Ontario Human Rights Code to achieve equal treatment for all people in the areas of employment, housing, public accommodation, services and facilities such as hotels and restaurants, and related advertising, regardless of race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin. Investigates and conciliates complaints of discrimination. Promotes public education to eliminate prejudice and provides publications on human rights. Undertakes resolution of community problems involving race and ethnic relations when tensions threaten to erupt into violence. The Commission reports to the Legislature through the Minister of Labour. Contact regional offices.

ONTARIO HYDRO

416-592-5111

ONTARIO HYDRO supplies electrical energy to the people of Ontario indirectly through 352 associated municipal utilities, and directly to more than 790,000 rural customers. The Ontario Hydro Electrical Inspection Program (Tel. 592-3721) provides technical guidance to consultants, contractors, architects, manufacturers and customers on problems concerning installation of electrical equipment and adherence to the Electrical Safety Code Book. Its Rural Electrical Service and Billing Inquiry Program (Tel. 592-3731) answers inquiries on service policy and practices from rural clientele. Ontario Hydro reports to the Legislature through the Minister of Energy.

416-965-2851

ONTARIO ENERGY BOARD regulates certain phases of the natural gas industry in Ontario including rates and charges, designation and authorization of storage areas, construction of transmission lines, expropriation for pipelines, gas franchises and certificates. Acts upon references by the Minister of Energy about wholesale **Ontario Hydro** rates, and by the Lieutenant Governor in Council on any questions about energy. The Board answers to the Legislature through the Minister of Energy.

416-965-2111

ROYAL COMMISSION ON ELECTRIC POWER PLANNING was established in 1975 to inquire into the long-range planning of Ontario's electric power system. It will examine the long-range planning concepts of **Ontario Hydro** and relate them to the broad range of provincial planning, the use of electrical energy and to environmental, energy and socio-economic factors. Will report on its conclusions relating to nuclear power by June 30, 1978. The Commission funds several interest groups for research activities and assists them in participation at commission hearings. Operates a Library and Information Centre. To obtain materials and submissions from previous hearings, contact the Royal Commission office at 14 Carlton Street, 7th Floor, Toronto, M5B 1K5. Reports to the Legislature through the Provincial Secretary for Resources Development.

ONTARIO HYDRO PUBLIC REFERENCE CENTRE

416-592-3331

ONTARIO HYDRO PUBLIC REFERENCE CENTRE is the information service for Ontario Hydro and has general reference material on energy. For a description of activities, see first entry under Information Service.

ONTARIO LABOUR RELATIONS BOARD

Ontario Labour Relations Board, see Labour Ontario Labour Relations Board.

ONTARIO LAND CORPORATION

416-965-6616

TE & IA, **ONTARIO LAND CORPORATION** (OLC) provides financing for land assemblies for new towns and industrial parks. Provides financing through Ontario Development Corporation for municipal industrial parks. Holds title to and manages land assemblies until assignment to permanent use.

ONTARIO LAW REFORM COMMISSION

416-965-4761

ATT GEN, **ONTARIO LAW REFORM COMMISSION** inquires into any matters relating to law reform, the administration of justice, judicial and quasi-judicial procedures. The **Ontario Law Reform Commission** conducts legal research to carry out these functions.

ONTARIO LEGAL AID

416-361-0766

ONTARIO LEGAL AID PLAN (OLAP) is operated by the Law Society of Upper Canada under authority of the Attorney General. The Ontario Legal Aid Act ensures that no one shall be denied the services of a lawyer for lack of money. Every Ontario resident and in certain cases non residents, may apply for legal aid. Qualification is based on need. Local

Community & Social Services District Office investigates applicant's finances & reports to the Legal Aid Area Director as to whether applicant pays nothing, a portion, or all costs of the legal aid applied for. The OLAP administers grants to clinics providing legal services to the community. Subsidizes the operation of student legal aid societies in six Ontario law schools. For general information on OLAP call 361-0766; to apply for legal aid in the Judicial District of York call 598-0200. Elsewhere consult local telephone directory.

ONTARIO LOTTERY CORPORATION

416-961-6262

CULT & REC, **ONTARIO LOTTERY CORPORATION** manages Wintario and the Provincial Lottery. Proceeds from Wintario are used through the Ministry of Culture & Recreation for recreation and cultural projects. Proceeds from Provincial Lottery sales in Ontario are used for health research and related environmental projects through the Ministries of Health, Labour and the Environment. To find out winning numbers of last draw consult newspapers the next day, list posted at retailer's or in Metro Toronto a recorded message (Wintario: 870-9170, Provincial Lottery: 870-9161). For Wintario grants information call 965-2390 or ministry field offices. For Provincial Lottery health research grants see: Health Strategic Planning & Research Br, Env Pollution Control Br Development & Research Group, Labour Standards & Programs Br.

ONTARIO MEDAL

416-965-9121

ONTARIO MEDAL. Three awards were established by the government to recognize outstanding Ontarians. The Ontario Medal for Good Citizenship was created to recognize and pay tribute to citizens who, through their selflessness, humanity and kindness make Ontario a better place to live. The Ontario Medal for Police Bravery recognizes acts of superlative courage and bravery performed in the line of duty by members of Ontario's police forces. The Ontario Medal for Firefighters Bravery likewise recognizes similar acts performed in the line of duty by members of Ontario's firefighting forces. Advisory councils on each of the awards select possible recipients of the medals. For nominations write to: The Secretary, Advisory Council, (specify award), Legislative Bldg., Queen's Park, Toronto M7A 1A1.

ONTARIO MILK MARKETING BOARD

Ontario Milk Marketing Board, see Ag & Food Milk Commission of Ontario, also Ag & Food Milk Industry Br

ONTARIO MORTGAGE CORPORATION

416-965-9135

HOUSING, **ONTARIO MORTGAGE CORPORATION** provides mortgage financing to builders for construction of new housing under the Ministry's programs. Interest rates are below market rates on new housing. Low to middle income buyers who meet government criteria assume mortgages when purchasing their homes.

ONTARIO MUNICIPAL BOARD

416-965-1912

ATT GEN, **ONTARIO MUNICIPAL BOARD** performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for

approval of zoning bylaws, official plans and any appeal as provided under the Planning Act and under the Assessment Act. The **Ontario Municipal Board** supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

ONTARIO NORTHLAND TRANSPORTATION COMMISSION

705-472-4500

NORAFFAIRS, **ONTARIO NORTHLAND TRANSPORTATION Commission** (ONTC) in North Bay supervises transportation services in Northern Ontario such as air services (norOntair), highways services, railway services (including the Polar Bear Express and the Northlander), marine services (including ferry services to Manitoulin and cruises on Lake Nipissing) and telecommunications services. The **Ontario Northland Transportation Commission** has a sales office in Toronto, phone: 965-4268.

ONTARIO PLACE

416-965-7711

IND & TOUR, **ONTARIO PLACE** CORPORATION operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto including exhibition pavilions, band shell, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. **Ontario Place** arranges banquets, receptions all year, shows films for conventions and other groups of residents or tourists. Open daily May 20 to Sept. 4 (weekends only Sept. 9 to Oct. 9). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

ONTARIO POLICE COMMISSION

416-965-6071

SOL GEN, **ONTARIO POLICE COMMISSION** ensures adequate Ontario policing by organizing, training and encouraging use of modern technology and cooperation among police in all municipalities for efficient law enforcement. Advises on organization of police in regional governments. Coordinates police communications and info systems (CPIC - Canadian Police Information Centre). Analyzes and disseminates criminal intelligence information (CISO - Criminal Intelligence Service, Ont.). **Ontario Police Commission** trains all levels of police personnel at Ontario Police College, Aylmer, Ontario.

ONTARIO PROVINCIAL POLICE

Ontario Provincial Police (OPP), see Sol Gen OPP branch name

ONTARIO PUBLIC SERVICE

Ontario Public Service, see Civ Serv Branch Name, also Govt Serv Employee Benefits Br.

ONTARIO QUEBEC PERMANENT COMMISSION

Ontario Quebec Permanent Commission, see also TE & IA Federal-Provincial & Interprovincial Affairs Secretariat

416-965-2927

TE & IA, **ONTARIO QUEBEC PERMANENT COMMISSION** promotes and stimulates cultural and educational exchanges between governments, individuals, groups, schools and organizations in Ontario and Quebec to foster understanding and cooperation between residents of the two provinces. The OQPC does not fund or operate programs directly but encourages Ontario and Quebec ministries responsible for such areas as education and cultural affairs to provide joint support. Also coordinates exchanges between Ontario and Quebec civil servants to permit sharing of views and experiences on common problems of public administration.

ONTARIO RACING COMMISSION

416-963-0520

CCR, **ONTARIO RACING COMMISSION** (ORC) promotes the proper management of horse racing and the orderly behaviour and integrity of participants. Issues licences to participants and encourages the improvement of the quality of horses that race. Contact judges and stewards at race tracks or the head office of the **Ontario Racing Commission.**

ONTARIO RESEARCH COUNCIL ON LEISURE

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on recreation to advise those who provide professional preparation at colleges and universities; to train teachers within the school system and recreationists of municipalities; and to administer grants in aid of research. Professional upgrading is promoted through a new professional development model. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the **Ontario Research Council On Leisure** (ORCOL) (965-7505). Special Interests Section (965-5665) serves those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens and women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

ONTARIO RESEARCH FOUNDATION

416-822-4111

IND & TOUR, **ONTARIO RESEARCH FOUNDATION** in Sheridan Park, Mississauga, Ontario L5K 1B3 provides Canadian industry, consultants and government with a broad range of research and development and technological services through non-profit, contract research. All work undertaken for clients is confidential. Multi-disciplinary, independent laboratory facilities of **Ontario Research Foundation** are used by over 1000 companies each year for projects ranging from short-term feasibility studies through product and process development to long-range scientific and engineering investigation.

ONTARIO SCIENCE CENTRE

Ontario Science Centre, see also Cult & Rec Festival Ontario.

416-429-4100

CULT & REC, **ONTARIO SCIENCE CENTRE** conducts a varied program of education in the origins and development of science and technology and in Ontario's role in this progress. Located at Don Mills and Eglinton Ave. in North York, the **Ontario Science Centre** is open to the public daily and offers tours to school classes. Part of the Ontario Science Centre is the Ontario Film Institute (OFI), founded in 1969 to encourage the development of the art of the film and to foster public appreciation and study of film history, origins and accomplishments. The OFI has three divisions: the Institute itself which is the reference and information centre, the Ontario Film Theatre (for showings of films) and the Ontario Film Archive.

ONTARIO SHARE & DEPOSIT INSURANCE CORPORATION

Ontario Share & Deposit Insurance Corporation, see CCR Financial Institutions, also CCR Commercial Registration Appeal Tribunal.

ONTARIO SPECIAL BURSARY

Ontario Special Bursary, see Coll Univ Student Awards Br.

ONTARIO SPORTS TRAINING CENTRE

Ontario Sports Training Centre, see Cult & Rec Ontario Sports Training Centre.

ONTARIO STATUS OF WOMEN COUNCIL

416-965-1111

ONTARIO STATUS OF WOMEN COUNCIL is an advisory Council consisting of a chairman and sixteen members, all appointed by the Government. Advises the Ontario Government through the Provincial Secretariat for Social Development, on matters pertaining to the status of women in Ontario. Co-ordinates and monitors the implementation of recommendations contained in the report 'Equal Opportunity for Women in Ontario: A Plan For Action'. Reports annually to the Legislature through the Provincial Secretary for Social Development. Several committees are active in such areas as: education, labour, health, child care and women with special needs.

ONTARIO STOCK YARDS BOARD

Ontario Stock Yards Board, see Ag & Food Ontario Stock Yards Board.

ONTARIO STUDENT ASSISTANCE PROGRAM

Ontario Student Assistance Program, see Coll Univ Student Awards Br.

ONTARIO STUDENT LEADERSHIP CENTRE

Ontario Student Leadership Centre, see Educ Student Activities & Special Projects Br.

ONTARIO STUDENT LOAN

Ontario Student Loan, see Coll Univ Student Awards Br.

ONTARIO STUDENT RECORD

Ontario Student Record, see Educ Student Activities & Special Projects Br.

ONTARIO TAX CREDIT

416-965-8470

REVENUE, ONTARIO TAX CREDIT SYSTEM Information Centre provides multilingual information service and assistance to Ontario residents in completing their **Ontario Tax Credit** form and claiming their property, sales, pensioner and political contributions tax credits when filing their federal personal income tax forms. The first three credits are available regardless of income tax payable; the last only to those who donated to Ontario registered parties, candidates & constituency associations. Residents outside Metro Toronto (except those in area code 807) may call the Centre toll-free by dialing direct 1-800-268-7121. Residents in area code 807 call toll-free by asking Operator for Zenith 8-2000. In Metro Toronto call 965-8470. General inquiries re Federal Tax should be referred to district offices of the Federal Department of National Revenue; in Toronto call 869-1500.

ONTARIO YOUTH SECRETARIAT

416-965-3540

ONTARIO YOUTH SECRETARIAT researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government youth programs including youth employment, e.g. summer employment for students. It also provides an information service on government youth services. Inquiries about the Ontario government's Experience Program should be directed to Tel. 965-0480. The Ontario Youth Secretariat reports to the Legislature through the Provincial Secretary for Social Development.

ONTARIO 20

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes tourism in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program **(Ontario 20)** provides government information to ethnic or multicultural and non-urban communities through weekly newspapers, ethnic publications, radio and television.

ONTOUR

Ontour, see Ontario Arts Council

OPP

OPP (Ontario Provincial Police), see Sol Gen OPP branch name

OPTOMETRISTS

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has two main functions: provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear any appeal from the public and the health professions who believe that they were not satisfac-

torily dealt with by the individual governing bodies for physicians, dentists, **optometrists,** pharmacists and nursing.

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, osteopaths and **optometrists.** In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

ORDER PAPER

416-965-1406

LEGISLATIVE ASSEMBLY, CLERK'S OFFICE. The Clerk is the principal Officer of the Legislative Assembly and is responsible for procedure and the daily publication of the **Order Paper** and Votes and Proceedings, the official record of the activities of the Legislature. The Clerk's Office will answer questions about the status of legislation before the Legislature, rules pertaining to Private Bills and select and standing committees. Also provides certified copies of bills.

ORE

416-965-4641

NAT RES, ONTARIO GEOLOGICAL SURVEY provides information on the geological and mineral resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques, presentation of classes & lectures on minerals. Analytical laboratory provides identification, chemical analyses and assays of mineral, rock and **ore** samples. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures, unpublished files and analytical services are used by the public, prospectors, mining companies, universities & government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake & Sudbury districts.

ORGAN DONATIONS

Organ donations for therapeutic purposes, see Sol Gen Chief Coroner's Office

ORGANIZED CRIME

416-965-8108

SOL GEN, OPP, INTELLIGENCE BR collects and disseminates police information relating to **organized crime.**

ORNITHOLOGY

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses on horticulture and botany, design with plant material, to credit courses at universities. The RBG also offers the public extensive horticultural information on ornamental, native and poisonous plants, edible and poisonous mushrooms, and information on **ornithology.** Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Canadiana collections (978-6738) at 14 Queen's Park Crescent West and the McLaughlin Planetarium (978-8558), is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts, archaeology and the sciences (e.g. botany, geology, entomology, **ornithology**) The departments identify objects and specimens related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Write or call for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, Senior Citizens Club, and Saturday Morning Club for children and has a library of films. The ROM is located at 100 Queen's Park Cres. in Toronto.

OSAP

OSAP (Ontario Student Assistance Program), see Coll Univ Student Awards Br.

OSTEOPATHS

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include physicians, dentists, chiropractors, chiropodists, **osteopaths** and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

OUTREACH ONTARIO

416-965-6256

CULT & REC, **OUTREACH ONTARIO,** a program under the Arts Services Br is designed to decentralize the province's cultural resources by encouraging cultural institutions to diversify their programs, expand extension services and undertake cooperative projects. Cultural agencies and facilities involved include: the Art Gallery of Ontario, the Royal Ontario Museum, the Royal Botanical Gardens, the Ontario Educational Communications Authority, the Ontario Science Centre, the McMichael Canadian Collection, and public libraries. These agencies develop and administer their own Outreach programs. See also Cult

& Rec Festival Ontario, an important part of Outreach Ontario, listed separately in this index.

OVERSIZE & OVERWEIGHT VEHICLES

Oversize & Overweight Vehicles, see TR & COMM Drivers & Vehicles Regional Operations

OVERTIME PAY

Overtime Pay, see Labour Employment Standards Br

PAGES

Pages at Legislative Assembly sessions, see Legislative Assembly Speaker's Office.

PAPERBACKS

Paperbacks, see also Cult & Rec Cultural Industries Br.

416-963-0441

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of any business registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry and dealers of **paperbacks** and periodicals. Answers inquiries from government agencies and the public as to whether such a business establishment is registered. For registration call 963-0446; for renewals 963-0444, and for revisions 963-0448.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of **paperbacks** and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-0321

CCR, CONSUMER SERVICES BUREAU answers consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private bailiffs), Business Practices, Collection Agencies, Consumer Protection Bureau, Consumer Reporting, (credit reporting and personal investigation agencies), Mortgage Brokers, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of **paperbacks** & periodicals), Pyramidic Sales (pyramidic schemes), Real Estate & Business Brokers, Travel Industry (travel agents & wholesalers). The Business Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the consumer with redress procedures.

416-963-0360

CCR, PAPERBACK AND PERIODICAL DISTRIBUTORS Section registers distributors of **paperbacks** and periodicals. Continually checks on the extent of non-resident ownership and control of these operations. Contact Queen's Park or regional offices.

PARCOST

416-965-6685

HEALTH, DRUGS & THERAPEUTICS BR is responsible for quality assurance, cost control & program management of Ontario's Drug Benefit & **PARCOST** (Prescriptions At Reasonable Cost) programs. Publishes & distributes the Ont. Drug Benefit **PARCOST** Comparative Drug Index, a prescribing guide for doctors & dispensing aid for pharmacists. Drugs listed are assessed for safety, quality & therapeutic efficacy by analytical testing & document evaluation. When prescribed by a doctor or a dentist, drugs in the Formulary are available free to Drug Benefit recipients. Pharmacists voluntarily participating in **PARCOST** agree to dispense drugs at no more than cost listed in Index plus dispensing fee. Advises the Ministry, gov't. agencies & institutions, professional groups, the pharmaceutical industry & public on pharmaceutics, pharmacology & therapeutics. Sets standards of quality & cost control for pharmaceutical services in nursing homes, Homes for the Aged, hospitals, gov't. institutions.

PARKING TICKET FINES

Parking Ticket Fines, see Att Gen Provincial Courts Criminal Div Metro.

PARKS

Parks, see also Cult & Rec Huronia Historical Parks.

416-965-2761

NAT RES, FINANCIAL SERVICES BR, besides the financial management and accounting functions as outlined in the first entry under Accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial **parks** operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-2814 or regional or district offices.

416-356-2241

NAT RES, NIAGARA PARKS COMMISSION in Niagara Falls, Ontario operates a 56 kilometre system of **parks** along the Niagara River including recreation areas, scenic attractions, historic sites. The Niagara Parks Commission also runs a Horticultural School.

416-965-2745

NAT RES, PARK MANAGEMENT BR manages provincial **parks,** canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan **parks.** For general information on **parks** contact 965-3081 and for park vacancy reports during the summer months call 967-0427 8:00 a.m. to midnight. Also contact district offices.

416-965-3981
NAT RES, PARK PLANNING BR develops and coordinates provincial **parks** planning and other public recreational facilities. Assists other government and private agencies with related planning. Contact regional office.

416-965-3981
NAT RES, PROVINCIAL PARKS COUNCIL advises the Minister of Natural Resources on policy, planning, development and management of Ontario Provincial **Parks** in relation to Ontario's changing recreational needs. Monitors and makes recommendations on the implementation of Algonquin Park Master Plan.

519-862-2291
NAT RES, ST CLAIR PARKWAY COMMISSION in Corunna is responsible for the establishment of a parkway along the St. Clair River from Point Edward on Lake Huron to Mitchell's Bay on Lake St. Clair. The St Clair Parkway Commission is a joint program of **parks** and recreation development by the Province of Ontario, County of Lambton, County of Kent, City of Chatham and the City of Sarnia.

613-543-2951
NAT RES, ST LAWRENCE PARKS COMMISSION, Morrisburg, Ontario operates and maintains **parks,** campgrounds and historic sites, from the Ontario-Quebec border to 30 miles west of Kingston on Highway 33. Historic sites are Old Fort Henry at Kingston and Upper Canada Village east of Morrisburg. Other facilities include a Wildfowl Sanctuary, an 18 hole golf course, a railroad museum, nature trails and Pioneer and Loyalist memorials. Winter recreation facilities include cross-country skiing, snowmobiling, tobogganing, snowshoeing. A maple sugar bush, skating and horse drawn sleigh rides operate at Upper Canada Village. A marina and riding stable are operated as concessions on Commission lands.

PARKWAY BELT SYSTEM

416-965-3243
TE & IA, PARKWAY BELT GROUP manages the activities involved in the **Parkway Belt System.** The System is a major part of the Toronto-Centred Region Concept that is designed to provide for urban areas physically arranged in two tiers to the west and east of Toronto.

PAROLE

Parole, see also Probation.

416-750-3360
CORR SERV, ONTARIO BOARD OF PAROLE considers for **parole** inmates serving sentences which include indefinite terms. The Ontario Board of Parole only reviews terms of persons in provincial correctional institutions, not of those in federal institutions.

416-750-3440
CORR SERV, PROBATION & PAROLE ADULT BR (A) works closely with all Courts of criminal jurisdiction in Ontario and the Ontario Board of **Parole** on probation requirements: providing pre-sentence reports to the courts and pre-release reports to the Ontario Board of Parole, assisting probationers, providing supervision and assistance to offenders on **parole** and to others who need it after release from correctional institutions. Assistance includes

counselling and guidance in finding employment, housing, food, clothing, etc. Contact local probation field office. See also Corr Serv Probation & Parole Adult Br (B).

PARTNERSHIPS

416-963-0510

CCR, COMPANIES SERVICES BR PARTNERSHIPS REGISTRATION Section deals with registration of **partnerships,** limited **partnerships** and proprietorships. Registers corporations that carry on business in Ontario by a name or style other than its corporate name. Also registers dissolution or withdrawal of these businesses and conducts public searches of documents relating to all the above business ventures.

416-963-0373

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of **partnerships** and sole proprietorships, names and name style registration by corporations, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

PASTEURIZATION PLANTS

Pasteurization Plants, see Health Community Health Protection Br Food.

PATENT

Patent, see Letters Patent, Land Patents

PATHOLOGISTS

416-965-1554

SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of deaths in unusual circumstances and in unveiling concealed homicides through autopsies and biological and other techniques of forensic science. Supervises regional **pathologists.** Supports pathologists' and law enforcement officers' continuing education in legal medicine and investigations of sudden deaths.

PAY POLICY

416-965-6086

CIV SERV, PAY POLICY & ADMIN BR recommends Ontario Public Service **pay policy** to the Commission. Develops for approval by Management Board the government's objectives in negotiations with Ontario Public Service Employees Union (OPSEU) covering pay. Recommends pay revisions for management classes and develops the technology used in the maintenance of pay determination processes, monitoring and cost forecasting systems.

416-965-2002

CIV SERV, STAFF RELATIONS DIV represents the Crown as the employer in all collective bargaining in the Ontario Public Service. Determines and coordinates policy on labour relations for all ministries. Collects, analyzes and exchanges data on employment and compensation **(pay policy)** practices in the public and private sectors.

PCV

PCV (Public Commercial Vehicle) and PV (Public Vehicle), see Tr & Comm Highway Carrier Licensing Section, also Tr & Comm Ont Highway Transport Board.

PENSIONERS

Pensioners, see Senior Citizens

PENSIONS

Pensions, see also Comm Soc Provincial Benefits Br, also Comm Soc Social Assistance Review Board.

416-963-0522

CCR, PENSION COMMISSION OF ONTARIO administers the Pension Benefits Act, which includes the registration of all private pension plans covering employees in Ontario. Also seeks to improve the quality and the administration of **pensions.**

416-965-9419

CIV SERV, BENEFITS POLICY BR develops, recommends, implements and maintains policies with respect to **pensions** and benefit programs within the Ontario Public Service (OPS). Coordinates activities of committees monitoring pension escalation fund and insurance programs. Assists Staff Relations Div in negotiating employee benefits in the OPS. Produces, updates and distributes information on benefits and **pensions** to all civil servants. For questions regarding administration of benefit plans call respective ministry personnel branch, or Employee Benefits Branch, Ministry of Government Services, 965-6861.

416-226-2700

EDUC, TEACHERS SUPERANNUATION COMMISSION provides **pensions** for teachers upon retirement or early retirement because of physical or mental disability. Also provides income to widowed spouse or orphans of deceased teachers.

416-965-1709

GOVT SERV, PUBLIC SERVICE SUPERANNUATION BOARD recommends payments of annuities, **pensions** and disability benefits to Ontario Public Service Employees and approves applications in respect of past service credits and pension credit transfers under the Public Service Superannuation Act. The Board also hears appeals from contributors, pensioners or dependents against administrative decisions. Inquiries about administration and benefits for Ontario Public Service employees are handled by Employee Benefits Branch (965-6861). Private pension plans should be referred to the Pension Commission of Ontario (963-0522).

416-598-0413

ROYAL COMMISSION ON THE STATUS OF PENSIONS was established in April, 1977 to study private sector **pensions** and retirement arrangements and to examine the Canada Pension Plan and public employee pension plans. Write to the Commission at 180 Dundas St. w., 22nd Floor, Toronto M5G 1Z8.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabili-

tation services; awards for permanent disability; and **pensions** for dependents of employees who die as a result of such accidents or diseases. Anyone whose interests are affected may appeal a WCB decision made under the Act. The Board is entirely financed by employer assessments, which also underwrite the safety education programs provided by nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre is in Downsview. The Board maintains two information offices in Toronto and area offices in 12 other Ontario cities. The WCB reports to the Legislature through the Minister of Labour. Contact Head Office or local offices.

PERIODICALS

416-963-0441

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of any business registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, Travel Industry and dealers of paperbacks and **periodicals.** Answers inquiries from government agencies and the public as to whether such a business establishment is registered. For registration call 963-0446; for renewals 963-0444, and for revisions 963-0448.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and **periodicals,** travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-0321

CCR, CONSUMER SERVICES BUREAU answers consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private bailiffs), Business Practices, Collection Agencies, Consumer Protection Bureau, Consumer Reporting, (credit reporting and personal investigation agencies), Mortgage Brokers, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of paperbacks & **periodicals)** Pyramidic Sales (pyramidic schemes), Real Estate & Business Brokers, Travel Industry (travel agents & wholesalers). The Business Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the consumer with redress procedures.

416-963-0360

CCR, PAPERBACK AND PERIODICAL DISTRIBUTORS Section registers distributors of paperbacks and **periodicals.** Continually checks on the extent of non-resident ownership and control of these operations. Contact Queen's Park or regional offices.

416-965-6487

CULT & REC, CULTURAL INDUSTRIES BR is involved with the film industry, recording industry, book publishing and **periodicals** industries. Provides liaison with various levels of government and industries themselves. Does not give grants or loans. Main emphasis is on policy development. Contact regional offices or main office.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, provides grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and **periodicals,** local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, makers of films and photographers may also apply. Other programs include Creative Artists In Schools (CAIS) and ONTOUR which assists concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

PERSONAL PROPERTY SECURITY

Personal Property Security, see CCR Personal Property Registration Branch.

PERSONNEL

Personnel Branch in each ministry works mainly in an advisory capacity with all line managers who have primary responsibility for all personnel matters within their units. Personnel Branch is responsible for the establishment of ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all ministry employees, staff recruitment, employee counselling, the investigation of employee grievances and all matters affecting working conditions and performance. Maintains the ministry's personnel, payroll and employee benefit records. Provides liaison between the ministry and Civil Service Commission, Management Board and the Ontario Public Service Employees Union (OPSEU).

416-965-7452

AG & FOOD, PERSONNEL BR performs the **personnel** functions for the Ministry of Agriculture and Food. For a description of branch activities, see first entry under Personnel.

416-965-2552

ATT GEN, PERSONNEL MANAGEMENT BR performs the **personnel** functions for the Ministry of the Attorney General. For a description of branch activities, see first entry under Personnel.

416-963-0281

CCR, PERSONNEL SERVICES BR performs the **personnel** functions for the Ministry of Consumer and Commercial Relations. For a description of branch activities, see first entry under Personnel.

416-965-1463

CIV SERV, ADMIN SERVICES BR provides and coordinates support services to the Civil Service Commission and also provides specified coordinated services on behalf of the

Commission to the ministries. Program Analysis Section (965-5404) provides budgetary services through advice, audit, analysis and control. **Personnel** Data Systems Section (965-1401) provides technical advice on systems applications and maintains public service position organization and employee data for use of authorized Commission staff. Manual of Administration Section (965-4768) edits, publishes and distributes manuals on policies of the Commission. Library (965-7096) maintains a reference source on **personnel** administration and management literature. Other sections in this branch are described under Civ Serv, Admin Services Br, Section Name.

416-965-2065

CIV SERV, ADMIN SERVICES BR, PERSONNEL Services Unit provides the Commission and Management Board with administrative services, advice and decisions on **personnel** administration. Affirmative Action coordinator (965-4840) serves its women employees.

416-965-4503

COLL UNIV, PERSONNEL BR performs the **personnel** functions for the Ministry of Colleges & Universities. For description of branch activities, see first entry under Personnel.

416-965-7991

COMM SOC, PERSONNEL BR performs the **personnel** functions for the Ministry of Community and Social Services. For a description of branch activities, see first entry under Personnel. Training and educational assistance is the responsibility of Comm Soc Training and Staff Development Branch, 965-6211.

416-750-3335

CORR SERV, PERSONNEL BR performs the **personnel** functions for the Ministry of Correctional Services. For a description of branch acitivites, see first entry under Personnel. Also operates summer employment programs for students based on experience and assigned-task projects for four month work periods in institutions.

416-965-0225

CULT & REC, PERSONNEL BR performs the **personnel** functions for the Ministry of Culture and Recreation. For a description of functions see first entry under Personnel.

416-965-2222

EDUC, PERSONNEL BR performs the **personnel** functions for the Ministry of Education. For a description of branch activities, see first entry under Personnel.

416-965-3267

ENV, PERSONNEL BR performs the **personnel** functions for the Ministry of the Environment. The branch is also responsible for the women's advisor and those involved in the bilingualism program. For a description of branch activities see first entry under Personnel.

416-965-7011

GOVT SERV, PERSONNEL BR performs the **personnel** functions for the Ministry of Government Services. For a description of branch activities see first entry under Personnel.

416-965-5077

HEALTH, HUMAN RESOURCES BR performs the **personnel** functions for the Ministry of Health. For a description of branch activities, see first entry under Personnel. The Branch is

also a resource to the general health sector in labour relations, compensation and management development.

416-965-9401

HOUSING, PERSONNEL BR performs the **personnel** functions for the Ministry of Housing. Ontario Housing Corporation (OHC) Housing Operations Br (Metro) performs its own **personnel** functions (965-9831). For a description of functions see first entry under Personnel.

416-965-4259

IND & TOUR, PERSONNEL BR performs **personnel** functions for the Ministry of Industry and Tourism. For a description of functions see first entry under Personnel.

416-965-6121

LABOUR, PERSONNEL BR performs the **personnel** functions (see first entry under Personnel) for the Ministry of Labour. The Branch is also involved with the Ministry's summer employment program, Students in Industrial Relations (STIR). The Ministry hires senior university and community college students and places them with sponsoring organizations, i.e. companies, unions, law and consulting firms, to give them practical exposure in the industrial relations field.

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, **personnel** and associated administrative services for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts tours of the Legislative Building for school groups, associations and individuals. Art tours of the Macdonald Block are booked upon request. Provides information service to visitors on Ontario Travel and the Parliament Buildings and direction to various government offices. Bilingual guides are available. Stewards Services (965-7651) administers the Press Gallery Lounge and the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clippings from Ontario newspapers.

416-965-3825

NAT RES, PERSONNEL BR performs the **personnel** functions for the Ministry of Natural Resources. For a description of branch activities, see first entry under Personnel. For employment inquiries call (965-2707); seasonal employment inquiries (965-1258). Also hires qualified 17 year old persons as junior rangers (965-1258). There are personnel officers in each of the Ministry's eight Regional Offices.

416-965-1788

REVENUE, PERSONNEL SERVICES BR performs the **personnel** functions for the Ministry of Revenue. For a description of branch activities, see first entry under Personnel.

416-965-8120

SOL GEN, OPP, MANPOWER ADMINISTRATION BR provides the Ontario Provincial Police with support service pertaining to qualitative and quantitative manpower needs. Administers: bilingual capabilities program, **personnel** files and personnel inventory system, civilian complement control.

416-965-6784

SOL GEN, PERSONNEL SERVICES BR performs the **personnel** functions for the ministry with the exception of OPP uniformed recruitment, uniformed staff development and staff relations with the Ontario Provincial Police Association (OPPA). The Personnel Branch may be reached at 965-8404 for the following services: civilian recruitment, classification (all), documentation (all), staff relations (civilian). For other functions contact 965-6784. For description of branch activities, see first entry under Personnel.

416-965-6171

TE & IA, PERSONNEL ADMINISTRATION BR performs the **personnel** functions for the Ministry of Treasury, Economics and Intergovernmental Affairs, the Ministry of Energy and Ontario Energy Board. For a description of branch activities, see first entry under Personnel.

416-248-3643

TR & COMM, PERSONNEL BR performs the **personnel** functions for the Ministry of Transportation & Communications. For a description of branch activities, see first entry under Personnel.

PESTICIDES

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of **pesticides,** herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, water, air and human tissues. Interprets significance of analytical results. Contact laboratory or ministries involved for research papers and reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-1081

AG & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and horticultural crops. Information is available to commercial growers on restrictions in use of **pesticides.** Administers the Weed Control Act. Inquiries on household and urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

416-965-7048

ENV, PESTICIDES ADVISORY COMMITTEE reviews problems about **pesticides.** The Committee advises the Ministry on environmental research grants and evaluates results. Coordinates problem solving. Classifies all **pesticides** previous to their marketing in Ontario. Maintains a library of pesticide containers. The Ontario Government Bookstore (965-2054) has all government publications on **pesticides.** For pesticide vendors and exterminators licences contact Env Pollution Control Br Pesticides Control Section (965-2401).

416-965-2531

ENV, PESTICIDES APPEAL BOARD provides a mechanism of appeal to persons affected by decisions of the Ministry of the Environment regarding the use of **pesticides,** in accordance with the Pesticides Act, 1973.

416-965-2401

ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of **pesticides** to control pollution. Issues licences for use and sale of **pesticides** (e.g. pest exterminators). Has publications on, and answers inquiries about, control of household pests, insects, etc. In conjunction with municipalities provides grants for termite control. Contact regional office.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marinas, boating, ice huts, wells, **pesticides** use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

416-248-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology Unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, **pesticides** and other contaminants or hazardous agents on fish and other aquatic organisms (e.g. mercury levels). Contact regional office.

PETROLEUM

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Responsibility is carried out by these Units: **Petroleum** & Chemical, Mining & Metallurgy, Food & Forest. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes and industrial waste treatment and control with respect to water, air and solids. Coordinates project to take inventory and recommend rehabilitation of derelict mining land throughout Ontario.

416-965-1559

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains statistics on mineral economics (965-1016) and determines availability of fuel resources such as metals, industrial minerals and **petroleum.** Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-3127), **Petroleum** Resources Act, Section 113 of the Mining Act. **Petroleum** Resources Section (965-1981) issues licences to lease property for the purpose of producing natural gas or oil or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

PHARMACEUTICAL

Pharmaceutical, see Health Drugs & Therapeutics Br

PHARMACISTS

416-965-6685

HEALTH, DRUGS & THERAPEUTICS BR is responsible for quality assurance, cost control & program management of Ontario's Drug Benefit & PARCOST (Prescriptions At Reasonable Cost) programs. Publishes & distributes the Ont. Drug Benefit/PARCOST Comparative Drug Index, a prescribing guide for doctors & dispensing aid for **pharmacists.** Drugs listed are assessed for safety, quality & therapeutic efficacy by analytical testing & document evaluation. When prescribed by a doctor or a dentist, drugs in the Formulary are available free to Drug Benefit recipients. **Pharmacists** voluntarily participating in PARCOST agree to dispense drugs at no more than cost listed in Index plus dispensing fee. Advises the Ministry, gov't. agencies & institutions, professional groups, the pharmaceutical industry & public on pharmaceutics, pharmacology & therapeutics. Sets standards of quality & cost control for pharmaceutical services in nursing homes, Homes for the Aged, hospitals, gov't. institutions.

416-965-7285

HEALTH, HEALTH BOARDS SECRETARIAT has two main functions: provides administrative support for the review boards and appeal boards established in legislation under the Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear any appeal from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for physicians, dentists, optometrists, **pharmacists** and nursing.

PHOTOGRAPHY

Photography, see Ontario Arts Council

PHYSICALLY HANDICAPPED

Physically Handicapped, see Handicapped, also Disabled.

PHYSICIANS

416-965-8045

HEALTH, CONSULTING SERVICES BR Consultants are experienced in their own fields of personal health care (i.e., health services provided by health practitioners to and for individuals who request them). Consultants provide the ministry with expertise and advice on the entire health care delivery system and increasingly in the area of health care planning. New objectives are to seek lower cost alternatives to present aspects of the system. Consultants represent general and specialty **physicians,** psychology, physiotherapy, occupational therapy, speech pathology and audiology, nursing and social work. They serve on Branch Committees and Planning Teams and on various Task Forces to help formulate Ministry policy. The Branch manages these programs: Adult Community Mental Health, Alcohol and Drug Abuse, Long Term Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) which attracts **physicians** to practise in rural and isolated communities.

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HEALTH, HEALTH BOARDS SECRETARIAT has two main functions: provides administrative support for the review boards and appeal boards established in legislation under the

Minister's jurisdiction; provides liaison with the Governing Board Of Denture Therapists. Under the Health Disciplines Act the Health Disciplines Board of Ontario will hear any appeal from the public and the health professions who believe that they were not satisfactorily dealt with by the individual governing bodies for **physicians,** dentists, optometrists, pharmacists and nursing.

416-965-5021

HEALTH, MANPOWER PLANNING Section under the Office of the Deputy Minister, Community Health Services, assembles and provides information on supply and requirements for health manpower (**physicians,** nursing & allied health professionals, etc.) and prepares policy studies for Ministry review. Advises Canada Employment & Immigration Commission on requests for immigration approvals for **physicians.** As of July 1, 1978, administers clinical education budgets for support of medical and allied health interns, residents and teachers in health science centres and hospitals funded by the Ministry. The section serves the Ministries of Health, Colleges & Universities, and the Ontario Council of Health.

416-965-2181

HEALTH, PROFESSIONAL SERVICES MONITORING BR assists in setting Ontario Health Insurance Plan (OHIP) medical policy, claims adjudication policy, and works with colleges and regulatory boards of the professions which provide insured services to control over-utilization of the system by practitioners and the public. Professions monitored include **physicians,** dentists, chiropractors, chiropodists, osteopaths and optometrists. In situations where it appears that unnecessary or excessive numbers of services have been rendered, or there is concern that claims may have been submitted to OHIP when services were not rendered, letters must be written to this Branch, 7 Overlea Blvd., Toronto M4H 1A9, providing all details, including OHIP number. Inquiries regarding claims must be referred to local district office.

PHYSIOTHERAPY

416-965-2161

HEALTH, COMMUNITY HEALTH, HOME CARE PROGRAM provides health services at the local level to insured Ontario residents in their home upon recommendation of a doctor. Services include nursing, **physiotherapy,** occupational therapy, medical and social work, drugs and medical supplies, meals-on-wheels, and homemaking. Contact Queen's Park or local Board of Health.

416-965-8045

HEALTH, CONSULTING SERVICES BR Consultants are experienced in their own fields of personal health care (i.e., health services provided by health practitioners to and for individuals who request them). Consultants provide the ministry with expertise and advice on the entire health care delivery system and increasingly in the area of health care planning. New objectives are to seek lower cost alternatives to present aspects of the system. Consultants represent general and specialty physicians, psychology, **physiotherapy,** occupational therapy, speech pathology and audiology, nursing and social work. They serve on Branch Committees and Planning Teams and on various Task Forces to help formulate Ministry policy. The Branch manages these programs: Adult Community Mental Health, Alcohol and Drug Abuse, Long Term Care, Emergency Health Services, Rehabilitation, and

the Underserviced Area Program (965-1170) which attracts physicians to practise in rural and isolated communities.

PILLOWS

Pillows, see Upholstered and Stuffed Articles

PITS

416-965-1193

ENV, POLLUTION CONTROL BR NOISE POLLUTION Control Section deals with the control of pollution from noise emissions and comments on the relationship between new and existing land use and noise sources (e.g. industry, highways, railways and aircraft). Develops acoustics criteria and standards. Monitors blast concussion and ground vibration levels from operating **pits** and quarries in response to complaints. Promotes the Model Municipal Noise Control Bylaw for adoption by municipalities and assists in training of noise control officers. Although most municipalities have not yet completely adopted the Model Noise Bylaw, the City of Hamilton and several other municipalities have. The City of Toronto developed its own bylaw (465-5477). Contact regional offices.

416-965-1328

LABOUR, MINING HEALTH & SAFETY BR is responsible for the administration of the Mining Act and the succeeding legislation for mines, open **pits,** industrial quarries, sand, clay, shale, gravel **pits** and metallurgical operations. Periodically inspects these establishments; conducts air samples to ensure a safe working environment. Investigates fatalities and serious accidents. Consults with labour and management to increase their involvement in identifying and solving occupational health and safety hazards. Reviews and provides advice on pre-development plans of mining and metallurgical operations to check hazards before construction. Tests hoist cables and trains mine rescue personnel. Contact Queen's Park or District Offices.

416-965-1559

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains statistics on mineral economics (965-1016) and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the **Pits** & Quarries Control Act (965-3127), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing natural gas or oil or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

PLANETARIUM

Planetarium, see Royal Ontario Museum.

PLANNING

Planning, see Community Planning, Land Use Planning

PLANNING AREAS

Planning Areas, see Housing Community Planning Advisory Br

PLANS

Plans, see Maps, also Surveys

PLANTS

416-562-4141
AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO conducts horticultural research to increase production and develop new varieties of fruit, vegetables and wine. It also aids growers of ornamental **plants,** food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and nurseries.

416-527-1158
CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses on horticulture and botany, design with plant material, to credit courses at universities. The RBG also offers the public extensive horticultural information on ornamental, native and poisonous **plants,** edible and poisonous mushrooms, and information on ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

PLAQUES

416-965-4021
CULT & REC, HERITAGE ADMIN BR, HISTORICAL Section provides technical support for the Ontario Heritage Foundation in preserving heritage buildings and in erecting commemorative **plaques** to subjects of province-wide importance. Gives grants to local heritage groups and to assist with erection of local **plaques.** Administers the Ontario Heritage Foundation grants program aiding historical publications (e.g. local histories). See also Cult & Rec: Heritage Admin Br Museums and Heritage Admin Br Architectural for other activities of this branch.

416-965-9504
CULT & REC, ONTARIO HERITAGE FOUNDATION advises the Minister of Culture & Recreation on issuing archaeological licences and on designating significant sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical or architectural significance. Erects historical **plaques** which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts.

PLAYWRIGHTS

Playwrights, see Ontario Arts Council

PLOWING

416-965-1091
AG & FOOD, AGRICULTURAL AND HORTICULTURAL SOCIETIES BR gives grants to all the agricultural societies in Ontario for exhibitions, fairs, crop competitions, improvements to buildings and grounds, commercial and educational displays. Also gives grants to horticultural societies and **plowing** matches. The branch is the headquarters of the Ontario Plowmen's Association which sponsors the International Plowing Match and Farm Machinery Show.

PLUMBING

416-965-5881

CCR, BUILDING CODE BR is developing a fire code and administers a building code for Ontario to minimize building, health and fire hazards. Advises municipalities on matters pertaining to building by-laws, which are a local, not provincial, responsibility. Is responsible for the Ontario **Plumbing** Code which is at present Reg. 647 of the Ontario Water Resources Act.

POLAR BEAR EXPRESS

705-472-4500

NORAFFAIRS, ONTARIO NORTHLAND TRANSPORTATION Commission (ONTC) in North Bay supervises transportation services in Northern Ontario such as air services (norOntair), highways services, railway services (including the **Polar Bear Express** and the Northlander), marine services (including ferry services to Manitoulin and cruises on Lake Nipissing) and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

POLAR GAS PROJECT

416-965-6276

ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the Syncrude Project to extract crude oil from the Athabasca oil sands in Alberta, and the **Polar Gas Project** to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

POLICE

Police, see Sol Gen OPP Branch Name. See also Att Gen Criminal Injuries Compensation Board, Sol Gen Ontario Police Commission, Sol Gen Ontario Police Commission Technical Services, Sol Gen Ontario Police Arbitration Commission.

POLICE BRAVERY

Police Bravery, see Ontario Medal

POLICYHOLDERS

416-963-0471

CCR, FINANCIAL INSTITUTIONS DIV issues licences to and regulates loan companies, insurance companies, investment contract companies, trust companies, prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises **policyholders** involved in claims disputes, and on deposits and mortgages with loan and trust companies. Licenses insurance agents, brokers, salesmen, adjusters and investigates complaints. Deposits in credit unions and caisses populaires are insured with the Ontario Share & Deposit Insurance Corporation (OSDIC) (759-9778).

POLITICAL CONTRIBUTIONS

416-965-0455
COMMISSION ON ELECTION CONTRIBUTIONS & EXPENSES administers the Election Finances Reform Act which provides for registration of political parties and constituency associations active in Ontario, and candidates in a provincial election. Limits **political contributions** to, and period of advertising and advertising expenses of, registered parties, constituency associations and candidates during a provincial election campaign. Provides subsidies to candidates with respect to campaign expenses incurred. Requires filing of audited campaign period statements of receipts & expenses by political parties, constituency associations and candidates, and audited annual financial statements, including statements of assets and liabilities by political parties and constituency associations.

416-965-8470
REVENUE, ONTARIO TAX CREDIT SYSTEM Information Centre provides multilingual information service and assistance to Ontario residents in completing their Ontario Tax Credit form and claiming their property, sales, pensioner and **political contributions** tax credits when filing their federal personal income tax forms. The first three credits are available regardless of income tax payable; the last only to those who donated to Ontario registered parties, candidates & constituency associations. Residents outside Metro Toronto (except those in area code 807) may call the Centre toll-free by dialing direct 1-800-268-7121. Residents in area code 807 call toll-free by asking Operator for Zenith 8-2000. In Metro Toronto call 965-8470. General inquiries re Federal Tax should be referred to district offices of the Federal Department of National Revenue; in Toronto call 869-1500.

POLITICAL PARTIES
Political Parties, see Commission on Election Contributions & Expenses

POLLUTION
Pollution, see also Waste.

416-965-5778
ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Operates an air **pollution** index and alert system and produces air quality reports. Assesses immediate and long-term effects of contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological developments, industrial trends and **pollution** problems, including hazardous agents and other emissions. Administers environmental research grants. Contact regional office.

416-965-2531
ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal, and of the Ministry of the Environment in the areas of water and sewage, waste disposal, air and noise **pollution,** in accordance with the Ontario Water Resources Act, 1970 and the Environmental Protection Act, 1971.

416-768-5614
ENV, FARM POLLUTION ADVISORY COMMITTEE is composed of four practising farmers who act in an advisory capacity to the Ministry of the Environment on farm

pollution. Where complaints of livestock odors and effluent runoff have not been resolved by ministry inspectors, the Committee is called in to investigate complaints and recommend corrective action. The Committee is at RR 4, Hagersville.

416-248-3015

ENV, LABORATORY SERVICES BR provides analytical support for other branches of the ministry in their environmental quality assessment and **pollution** control programs. Participates in planning programs requiring analytical expertise and assists in analytical data interpretation. Updates analytical methods and develops procedures for measuring new environmental pollutants. The Central Laboratory in Toronto advises regional laboratories in Thunder Bay, London and Kingston on the use of new analytical procedures. Participates in environmental research projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human health.

416-965-6971

ENV, POLLUTION CONTROL BR as a whole plans and develops policies, programs, standards, guidelines and legislation to control **pollution;** coordinates and conducts applied research in the areas of water supply, and sewage and wastewater treatment, and provides technical support and training in these areas. The Pollution Control Branch has several sections which are described separately. Contact regional office for specific questions.

416-965-3237

ENV, POLLUTION CONTROL BR CONTINGENCY PLANNING Section promotes organization and planning by industries, the municipalities and federal and provincial agencies to control and cope with **pollution** caused by emergency spills of contaminants.

416-248-3739

ENV, POLLUTION CONTROL BR DEVELOPMENT & RESEARCH GROUP includes: a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a Water Technology Section. The group provides: liaison with academic and research groups, dissemination of technical information and findings, technical assistance to the Planning Sections, applied research studies on **pollution.** Also provides technical support for the application of new technology to the public through regional offices and directly to municipalities and industry. Provides grants for health related environmental projects from Provincial Lottery funds; write to Pollution Control Br., Development & Research Group, Min. of the Environment, 135 St. Clair Ave. W., Toronto, M4V 1P5.

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with **pollution** by industry. Responsibility is carried out by these Units: Petroleum & Chemical, Mining & Metallurgy, Food & Forest. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes and industrial waste treatment and control with respect to water, air and solids. Coordinates project to take inventory and recommend rehabilitation of derelict mining land throughout Ontario.

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to municipalities for sewage and water works, and for the

collection of derelict motor vehicles. Deals with regulations and standards for **pollution** control relating to septic tanks, derelict motor vehicles, litter, pop bottles, waste disposal sites, sewage sludge (especially in the Great Lakes), boating and ice huts. Also deals with the provision of safe drinking water. Contact regional office.

416-965-1193

ENV, POLLUTION CONTROL BR NOISE POLLUTION Control Section deals with the control of **pollution** from noise emissions and comments on the relationship between new and existing land use and noise sources (e.g. industry, highways, railways and aircraft). Develops acoustics criteria and standards. Monitors blast concussion and ground vibration levels from operating pits and quarries in response to complaints. Promotes the Model Municipal Noise Control Bylaw for adoption by municipalities and assists in training of noise control officers. Although most municipalities have not yet completely adopted the Model Noise Bylaw, the City of Hamilton and several other municipalities have. The City of Toronto developed its own bylaw (465-5477). Contact regional offices.

416-965-2401

ENV, POLLUTION CONTROL BR PESTICIDES CONTROL Section ensures safe and effective use of pesticides to control **pollution.** Issues licences for use and sale of pesticides (e.g. pest exterminators). Has publications on, and answers inquiries about, control of household pests, insects, etc. In conjunction with municipalities provides grants for termite control. Contact regional office.

416-965-1296

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, sewage and **pollution** control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and sewage service areas. Administers grants programs for certain sewage and water works to regional or restructured municipalities, municipalities involved in area schemes, small municipalities with high costs, and to small communities for upgrading private systems.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against **pollution** by industry and investigates related complaints. The Municipal & Private Abatement Section controls **pollution** by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marinas, boating, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. These offices comment on the technical feasibility of new project

proposals (e.g. land use planning). Each has four sections. The Utility Operations Section provides water and wastewater service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, wells to prevent harmful effects on environment and water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air **pollution** data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for other two sections.

416-965-6954

ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that **pollution** abatement and remedial measures are determined. Also answers inquiries on mercury levels in fish. Contact regional office.

416-965-4590

ENV, WATER RESOURCES BR WATER MODELLING SECTION develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and ground water to waste inputs, withdrawals, **pollution** control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

416-965-4622

IND & TOUR, DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by providing: financial assistance through incentive and term loans and bank guarantees; sites, facilities and services in two industrial parks; technical, business and financial information and advice. Tourism operations, secondary manufacturing industries and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and technology, financing exports, purchasing and installing **pollution** control and energy conservation equipment. Contact corporation regional office.

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturing industry, associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial waste utilization and **pollution** control methods. Also provides assistance and information to encourage the film industry in Ontario. The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

POP BOTTLES

Pop Bottles, see Env Pollution Control Br Municipal & Private Section.

POPULATION

416-965-7078

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: **population,** business, households, labour force, migration, consumer prices. For general social and economic statistics including **population,** manufacturing, energy, call 965-7078; credit unions, registration of mortgages, health expenditure, call 965-3792; gross provincial product & economic accounts for Ontario, demographic and social statistics, estimates and projections, call 965-2217.

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and provides advice on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA) and Federation of Canadian Municipalities (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, **population** figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

PORK

Pork, see Ag & Food Farm Products Marketing Board, also Ag & Food Veterinary Serv Br Meat Inspection Section.

POSTNATAL

416-965-8176

HEALTH, HEALTH PROMOTION BR MATERNAL & CHILD HEALTH Consultants promote community health programs related to prenatal and **postnatal** care and education, infant and preschool health, health of children at school, family life education and family planning. Contact Health Communications Br (965-5167) for information. See also other sections in Health Health Promotion Br described separately.

POULTRY

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six laboratories that provide assistance to the livestock industry and veterinary practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and **poultry** are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving

monitoring procedures to control disease of **poultry;** and the Fur Farms Act, requiring licences of fur farmers.

POUNDS

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts concerning these veterinary requirements: vaccination of cattle to control brucellosis, licences for livestock community sales and those involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle, sheep and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Inspects and issues licences to riding horse establishments, dog **pounds** and suppliers of laboratory animals. Licenses those other than pharmacists & veterinarians who sell livestock medicine. Requires registration of facilities that use animals for research.

POWER PLANTS

416-965-4188

CCR, OPERATING ENGINEERS BR promotes safety in the operation of **power plants** by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

PREGNANCY LEAVE

Pregnance Leave, see Maternity Leave

PREJUDICE

416-965-6763

CULT & REC, RESOURCE CENTRE and Library under the Administrative Services Br maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, **prejudice,** theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-6841

ONTARIO HUMAN RIGHTS COMMISSION administers the Ontario Human Rights Code to achieve equal treatment for all people in the areas of employment, housing, public accommodation, services and facilities such as hotels and restaurants, and related advertising, regardless of race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin. Investigates and conciliates complaints of discrimination. Promotes public education to eliminate **prejudice** and provides publications on human rights. Undertakes resolution of community problems involving race and ethnic relations when tensions threaten to erupt into violence. The Commission reports to the Legislature through the Minister of Labour. Contact regional offices.

PRENATAL

416-965-8176

HEALTH, HEALTH PROMOTION BR MATERNAL & CHILD HEALTH Consultants promote community health programs related to **prenatal** and postnatal care and education, infant and preschool health, health of children at school, family life education and family planning. Contact Health Communications Br (965-5167) for information. See also other sections in Health Health Promotion Br described separately.

416-965-5884

HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, food budgeting, meal planning, obesity control, dental and **prenatal** care and care for senior citizens. See also other sections in Health Health Promotion Br described separately.

PREPAID HOSPITAL ASSOCIATIONS

Prepaid Hospital Associations, see CCR Financial Institutions.

PRESSURE VESSELS

416-965-4121

CCR, PRESSURE VESSELS BR strives to minimize the risk of loss of life and property arising from the operation of boilers and **pressure vessels.** Reviews designs and welding procedures. Inspects workshops during fabrication and installation. Also qualifies and issues licences to welders. Inspects uninsured vessels periodically, and all vessels before and after major repairs. Investigates accidents. Contact Queen's Park or regional offices.

PRINT PROCUREMENT

Print Procurement, see Govt Serv Printing Services Br.

PRIVACY

Privacy, see Commission on Freedom of Information & Individual Privacy.

PRIVATE ASSISTED RENTAL PROGRAM

Private Assisted Rental Program, see Housing Community Housing Division B.

PRIVATE INVESTIGATORS

416-965-5814

SOL GEN, OPP, REGISTRAR OF PRIVATE INVESTIGATORS & Security Guards investigates and approves the licensing of agencies that provide the services of **private investigators** and security guards. Licenses agency employees to act as **private investigators** or security guards.

PRIVATE SCHOOLS

416-965-2624

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of certificates to elementary and secondary school teachers (965-2600), evaluation of teaching qualifications (965-6126), evaluation of foreign educational documents of landed immigrants for

employment or study at the elementary and secondary school levels (965-1356), admission of teachers to Ministry summer courses (965-4487), secondary school diplomas and scholarships (965-7291), secondary school bursaries (965-2236), transcripts of student records (965-7291), transcripts of training courses for teachers (965-2600), and inspection of **private schools** (965-6802). The Branch also provides coordination, research and evaluation of management information gathered from school boards, schools, teachers and students (965-6802). Compiles, analyzes and disseminates statistics relating to all aspects of education (965-2660).

416-965-2228

EDUC, SUPERVISION & LEGISLATION BR, SUPERVISION Section serves as a main channel of communication between the Ministry and schools (e.g. **private schools,** correctional and National Defence Schools), organizations of teachers, principals, trustees and school officials. Advises them on all aspects of school administration. The office of the Provincial School Attendance Counsellor is located at this branch.

PRIVATE VOCATIONAL SCHOOLS

416-965-6161

COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Employment Centres for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of **private vocational schools** (965-9127), and for Regional Schools For Nursing Assistants (965-4051).

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR. Information Services Section performs duties described in first entry under Information Service, particularly as they relate to the Ontario Student Assistance Program (student awards), apprenticeship (manpower training), and post-secondary educational institutions such as universities, Ryerson Polytechnical Institute, Ontario College of Art, Colleges of Applied Arts and Technology, and registered **private vocational schools.** The Library Services Section (965-1451) runs a specialized library and provides reference services. The Data Systems Section (965-5477) maintains statistics on enrolment of students in post-secondary educational institutions throughout the province and provides statistical data support for the ministry's planning, policy-making and administrative activities. The Review and Development Section (965-5477) provides the ministry with consulting services related to design, development and implementation of research projects.

PROBATION

Probation, see also Parole.

416-965-7338

ATT GEN, CROWN ATTORNEYS' OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of **probation** orders, collection of fines and restitution, holding bail

monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-7683

COMM SOC, MANAGEMENT & ANALYSIS BR provides care to children or juveniles committed under the Juvenile Delinquents and Training Schools Act. Coordinates services associated with training schools, **probation** and aftercare, group homes, special rates homes and foster homes across Ontario. The branch also conducts program and financial analysis for the Children's Services Division.

416-750-3440

CORR SERV, PROBATION & PAROLE ADULT BR (A) works closely with all Courts of criminal jurisdiction in Ontario and the Ontario Board of Parole on **probation** requirements: providing pre-sentence reports to the courts and pre-release reports to the Ontario Board of Parole, assisting probationers, providing supervision and assistance to offenders on parole and to others who need it after release from correctional institutions. Assistance includes counselling and guidance in finding employment, housing, food, clothing, etc. Contact local **probation** field office. See also Corr Serv Probation & Parole Adult Br (B).

416-750-3440

CORR SERV, PROBATION & PAROLE ADULT BR (B). The Community Work Order (C.W.O) Project assigns non-violent offenders to perform service to the community as a condition of a **probation** order. The Project does not eliminate opportunities for paid employment because tasks are those normally done by volunteers or in reparation to victims for damage done by offenders. Seven pilot projects across Ontario are being evaluated over a two-year period. To inquire about volunteer help on C.W.O., organizations with projects of tangible benefit to the community should write: Provincial Coordinator, Community Work Order Project, Min. of Correctional Services, 2001 Eglinton Ave. East, Scarborough, Ont. M1L 4P1. See also Corr Serv Probation & Parole Adult Br (A).

PROJECT CANADA

Project Canada, see Educ Student Activities & Special Projects Br.

PROJECT SCHOOL-TO-SCHOOL

Project School-to-School, see Educ Student Activities & Special Projects Br.

PROJECTIONISTS

416-421-2462

CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario theatres. Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to theatres, drive-in theatres, film exchanges, videotape machines, 8mm and 16mm projectors. Also examines and licenses **projectionists.** Approves motion picture advertising and classification.

PROPANE

416-965-7627

CCR, ENERGY SAFETY BR which administers the Ontario Energy Act, strives to prevent loss of life, bodily injury and property damage by controlling safety hazards which can arise from the transmission, distribution and utilization of natural gas, oil and **propane** fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, fuel for aviation, **propane)** the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors, and taxable diesel fuel users.

PROPERTY TAXATION

416-965-7574

ATT GEN, ASSESSMENT REVIEW COURT hears complaints against realty and business assessment based on real property valuation for municipal tax purposes. For further information on real property assessment, see Revenue Assessment Field Operations Branch listed in this index. Contact Municipal Office locally for questions on **property taxation** and rates. For assessment complaints, contact Regional Registrar of Assessment Review Court.

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices throughout Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of supporters for schools and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re **property taxation,** tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

416-965-5189

REVENUE, ASSESSMENT STANDARDS BR. The Ministry of Revenue, under the Assessment Act, assesses the value of real property in Ontario, which assessment local governments use as basis for **property taxation.** The Assessment Standards Branch: develops, maintains and implements valuation methods; standardizes valuation procedures; provides training of assessment personnel (965-3905). Conducts related technical research (965-3305).

416-965-1671

TE & IA, MUNICIPAL FINANCE BR analyzes and evaluates the financial performance of Ontario's local governments; develops budget options for local sector finance; publishes annual report on Ontario local government finance; maintains: a municipal finance data system, a mill rate summary, and a register of provincial grants to local sectors; develops and implements a system of real **property taxation** in Ontario; studies and proposes amendments

to legislation concerning municipal finance; administers the transitional and special transfer payments made under the Unconditional Grants Act; administers loans programs (965-2451) of the Ontario Municipal Improvement Corporation (OMIC), Ontario Education Capital Aid Corporation (OECAC) and Ontario Universities Capital Aid Corporation (OUCAC).

PROPRIETORSHIPS

416-963-0510

CCR, COMPANIES SERVICES BR PARTNERSHIPS REGISTRATION Section deals with registration of partnerships, limited partnerships and **proprietorships.** Registers corporations that carry on business in Ontario by a name or style other than its corporate name. Also registers dissolution or withdrawal of these businesses and conducts public searches of documents relating to all the above business ventures.

416-963-0373

CCR, COMPANY LAW BR provides legal counselling to the Companies Division and handles inquiries of legal nature from the public about: incorporation of business and non-profit corporations, licences in mortmain, extra-provincial licences, registration of partnerships and sole **proprietorships,** names and name style registration by corporations, and registration of corporate bonds, debentures, trust indentures and mortgages. This includes sorting out deficiencies in the applications submitted to the Companies Services Branch.

PROSECUTIONS

416-965-7338

ATT GEN, CROWN ATTORNEYS' OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises **prosecutions** of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-0650

ATT GEN, CROWN LAW OFFICE, CRIMINAL LAW is responsible for the preparation and argument of all criminal appeals in indictable offences in the province, whether the Crown is the Respondent or the Appellant. Conducts special **prosecutions.** The branch deals with the judiciary, Crown attorneys, the police and the public.

PROSPECTORS

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to **prospectors,** registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown

land. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls; carries out forfeiture process for patented mining lands.

416-965-4641

NAT RES, ONTARIO GEOLOGICAL SURVEY provides information on the geological and mineral resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques, presentation of classes & lectures on minerals. Analytical laboratory provides identification, chemical analyses and assays of mineral, rock and ore samples. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures, unpublished files and analytical services are used by the public, **prospectors,** mining companies, universities & government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake & Sudbury districts.

PROSTHETICS

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General Welfare Assistance (GWA) and supervises assistance programs administered by municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care or prescribed drugs, **prosthetics,** dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services e.g. **prosthetics.** Capital and operating grants are available to approved sheltered workshops. May provide operating and debt retirement assistance (e.g. payment of mortgages) to half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

PROTOCOL

416-965-1215

GOVT SERV, PROTOCOL SERVICES Protocol Section answers inquiries from other branches, agencies and the public about **protocol** procedures and social etiquette. Arranges official Ontario ceremonies, conferences and special events. A government hospitality fund provides resources to host hospitality functions (e.g. luncheons, dinners, receptions) where the

government officially welcomes visitors from outside Ontario who attend national or international events. Request for assistance should be in writing to: The Minister of Government Services, Queen's Park, Toronto. See also Govt Serv Protocol Services Recording Office, also Scrolls Section.

PROVINCE OF ONTARIO SAVINGS OFFICE

416-965-1791

REVENUE, PROV OF ONTARIO SAVINGS OFFICE provides general savings bank services to the public in 21 branches throughout the province. The **Province of Ontario Savings Office** deposits funds in excess of day-to-day requirements with the Consolidated Revenue Fund.

PROVINCIAL AUDITOR

416-965-1381

OFFICE OF THE PROVINCIAL AUDITOR carries out the statutory requirements imposed under the Audit Act and other statutes of the province. The **Provincial Auditor** manages the audit of the Consolidated Revenue Fund as well as that of ministerial and quasi-judicial agencies.

PROVINCIAL LOTTERY

416-961-6262

CULT & REC, ONTARIO LOTTERY CORPORATION manages Wintario and the **Provincial Lottery.** Proceeds from Wintario are used through the Ministry of Culture & Recreation for recreation and cultural projects. Proceeds from **Provincial Lottery** sales in Ontario are used for health research and related environmental projects through the Ministries of Health, Labour and the Environment. To find out winning numbers of last draw consult newspapers the next day, list posted at retailer's or in Metro Toronto a recorded message (Wintario: 870-9170, **Provincial Lottery:** 870-9161). For Wintario grants information call 965-2390 or ministry field offices. For **Provincial Lottery** health research grants see: Health Strategic Planning & Research Br, Env Pollution Control Br Development & Research Group, Labour Standards & Programs Br.

416-248-3739

ENV, POLLUTION CONTROL BR DEVELOPMENT & RESEARCH GROUP includes: a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a Water Technology Section. The group provides: liaison with academic and research groups, dissemination of technical information and findings, technical assistance to the Planning Sections, applied research studies on pollution. Also provides technical support for the application of new technology to the public through regional offices and directly to municipalities and industry. Provides grants for health related environmental projects from **Provincial Lottery** funds; write to Pollution Control Br., Development & Research Group, Min. of the Environment, 135 St. Clair Ave. W., Toronto, M4V 1P5.

416-965-5887

HEALTH, STRATEGIC PLANNING & RESEARCH BR provides health research grants for the following purposes: to support applied and developmental health research mainly based at Health Sciences Complexes, including hospitals (principal areas that qualify are

operational, epidemiological and developmental research projects involving training or service, as well as acupuncture research); to support innovations in the organization and delivery of health service including the evaluation of health care; and to attract individuals to priority health training programs. Also provides bursaries for post graduate studies in health related areas as approved by specific consultants in Consulting Services Br. Recognized health & research development organizations in Ontario may apply for the **Provincial Lottery** grants for health research by writing to: Director, Strategic Planning & Research Br, Ministry of Health, 15 Overlea Blvd., Toronto M4H 1A9.

416-965-5533

LABOUR, STANDARDS & PROGRAMS BR coordinates: gathering of information about and analysis of specific occupational health & safety hazards; providing detailed action plans & programs to control hazards in industry, e.g. construction industry, mining, logging industry. Assists operating branches in developing operation procedures; coordinates short & long range objectives, evaluation mechanisms; maintains occupational health statistics, e.g. injuries, illnesses. Coordinates development & distribution of standards information & guidelines. Provides information on occupational health and safety (outside Metro call Zenith 5-9500) and liaises with related public and private sector advisory services. Advisory Service Section (965-8710) provides policy and administrative support for **Provincial Lottery** Fund Awards Committees on grants for occupational health research. Write to: Standards & Programs Br, Min. of Labour, 400 University Ave., 9th Flr., Toronto M7A 1T7.

PROVINCIAL-MUNICIPAL

Provincial-Municipal, see also Municipalities

416-965-3505

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing **provincial-municipal** grants structure, including deconditionalizing of various specific grants. Develops budget options for assistance to municipalities and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for and administers all unconditional grants, valued at over $450 million in 1978. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and provides advice on **provincial-municipal** relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA) and Federation of Canadian Municipalities (FCM). Organizes **provincial-municipal** and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

PROXY

416-963-0223

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, **proxy** and **proxy** solicitation, insider trading and financial disclosure for the benefit of investors (963-0259). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (963-0239). Investigates complaints about brokers and salesmen and about actions by companies affecting the value of securities (963-0242). Handles registration of securities dealers, salesmen, underwriters and advisers (963-0228). Also registers Venture Investment Corporations under the Venture Investment Corporations Act to provide incentives to investment companies which financially assist small business (963-0259).

PSYCHIATRIC

Psychiatric, see also Mentally Incompetent

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in **psychiatric** hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Powers of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-5081

HEALTH, HOMES FOR SPECIAL CARE PROGRAM, Psychiatric Hospitals Branch, licenses and inspects Homes for Special Care which provide nursing home and residential home care for former patients of Ontario **psychiatric** hospitals and centres for the mentally retarded. Contact local psychiatric hospital.

416-965-6234

HEALTH, PSYCHIATRIC HOSPITALS BR is responsible for administering Provincial **Psychiatric** Hospitals. Contact local psychiatric hospital.

PSYCHOLOGY

416-750-3366

CORR SERV, PROGRAM CONSULTATION & DEVELOPMENT DIV provides consultative services to programs of the Ministry. Consultants in psychiatry, dentistry, **psychology,** social work and chaplaincy are responsible for planning and supervision of services in these fields. Library Services Br (750-3481) provides library services to inmates under the Ministry's jurisdiction. Branches in this division are described separately in this index. See Corr Serv: Education Br, Food Services Br, Industrial Programs Br, Nursing Br, Recreation Br, Staff Training & Development Br and Volunteer Programs Br.

416-965-8045

HEALTH, CONSULTING SERVICES BR Consultants are experienced in their own fields of personal health care (i.e., health services provided by health practitioners to and for

individuals who request them). Consultants provide the ministry with expertise and advice on the entire health care delivery system and increasingly in the area of health care planning. New objectives are to seek lower cost alternatives to present aspects of the system. Consultants represent general and specialty physicians, **psychology,** physiotherapy, occupational therapy, speech pathology and audiology, nursing and social work. They serve on Branch Committees and Planning Teams and on various Task Forces to help formulate Ministry policy. The Branch manages these programs: Adult Community Mental Health, Alcohol and Drug Abuse, Long Term Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) which attracts physicians to practise in rural and isolated communities.

PUBLIC ACCOUNTS

416-965-5273

TE & IA, FINANCIAL INFORMATION & ACCOUNTING POLICY BR manages Ontario's requirements in overall government accounting, control & consolidated public and internal financial reporting. Specifically, it: maintains records of all Consolidated Revenue Fund transactions; prepares reports for use by the Treasurer before the Legislature, the public and the financial community, e.g. **Public Accounts,** prospectuses of debentures; operates Central Financial Information Systems by analyzing & consolidating data on revenues, expenditures, budgets, forecasts & statistics; provides all ministries/agencies with direction on financial transactions to ensure quality and comprehension of accounting & financial management policies; coordinates interministry effort on 'in-house' systems to ensure compatibility with Central Financial Information systems; provides expertise on all accounting and financial matters as referred by Management Board and all ministries/agencies; provides liaison with banking community.

PUBLIC COMMERCIAL VEHICLE LICENCE

Public Commercial Vehicle Licence (PCV), see Tr & Comm Highway Carrier Licensing Section, also Tr & Comm Ont. Highway Transport Board.

PUBLIC FINANCE

416-965-2099

REVENUE, COMMUNICATIONS GROUP provides information service concerning programs and policies to the media, the public and internal branches. Prepares informative literature, news releases, speeches and minister's statements on request. Participates in development of Ministry bilingual programs. Maintains a newspaper clipping service and library (965-3892) covering aspects of tax, property assessment, **public finance,** legislation and government and business administration. Manages Ministry advertising. For description of information services function, see first entry under Information Service.

416-965-2914

TE & IA, FINANCE MANAGEMENT BR provides management and direction to the Province's requirements in the areas of cash management, debt management, finance structure and policy. Specifically, the Branch controls and manages the government's cash flows to ensure that obligations are met without default and that surplus funds are invested; issues and retires Province of Ontario debt securities (debentures) and treasury bills. Provides direction to government debt management requirements and coordinates overall debt policy regarding public and non-public financing of the Province, Ontario Hydro and all boards,

commissions and agencies utilizing provincial guarantee. Provides research, policy recommendations and policy implementation in **public finance** to ensure sound strategy and to preserve Ontario's credit worthiness.

PUBLIC HEALTH

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, FOOD CONTROL Services are the responsibility of the Veterinary **Public Health** Consultants. Deals with the safety of food in production, processing, distribution and service; food-borne illnesses; interpretation of regulations; interpretation of laboratory results. Provides consultation to local public health authorities to test milk products. Approves acceptable milk containers and issues certificates of approval needed to operate pasteurization plants. Provides information to consumers, the food trade and individuals wishing to enter a food business. See also other sections in Health Community Health Protection Br described separately.

416-965-4164

HEALTH, COMMUNITY HEALTH PROTECTION BR, INSPECTION Services provides consultants to municipalities to advise on local **public health** inspections for cleanliness in restaurants, food stores, residences, factories, etc. Contact local **Public Health** Unit serving municipality. See also other sections in Health Community Health Protection Br described separately.

416-965-1170

HEALTH, COMMUNITY HEALTH PROTECTION BR, NOPHS (Northern Ontario Public Health Services) provides direct **public health** services to the unorganized territories in Northern Ontario which are not served by local health units. Also provides **public health** inspection service to industrial camps in these areas. Contact regional office. See also other sections in Health Community Health Protection Br described separately.

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, **PUBLIC HEALTH** Engineering Section collects and evaluates data on the analysis of drinking water and on the quality of the supply in recreational areas. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the **Public Health** Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

416-965-4058

HEALTH, COMMUNITY HEALTH PROTECTION BR, VD (venereal disease) clinics for the diagnosis and treatment of VD are located throughout the province. Provides advice to physicians re management of VD cases and educates public on all aspects of venereal disease. Contact local **Public Health** unit. In Metro Toronto call any time Tel. 965-3333. Grants are available for VD clinics administered by hospitals or local Boards of Health. See also other sections in Health Community Health Protection Br described separately.

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY **Public Health** Consultants help to control disease common to man and animals (zoonoses) such as rabies, salmonellosis, brucellosis, etc. Consultants advise **Public Health** Officers and physicians and project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-4094

HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable disease by collecting data and keeping local **Public Health** Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

416-965-4441

HEALTH, HEALTH PROMOTION BR PUBLIC HEALTH NURSING Consultants provide consultation to health agencies in all areas of **public health** nursing services. Provides information on job opportunities and licensing to practise **public health** nursing. See also other sections in Health Health Promotion Br described separately.

416-965-8019

HEALTH, SYSTEMS MANAGEMENT & COORDINATION BR advises the Ministry and related agencies on all aspects of automatic data processing services; assists in acquiring related services of central agencies in government or procuring management consulting and systems development services elsewhere. Provides keypunching and data control services for the Ministry. Identifies opportunities for systems improvement, and coordinates the definition, development and implementation of an Information System considering security and confidentiality safeguards. Organizes and sets standards for a health data base. Develops policy and control of computer applications in hospitals. Has coordinators for particular health care computer systems e.g. hospital systems, **public health,** medical insurance, drug benefit, etc.

PUBLIC HOLIDAYS

Public Holidays, see Labour Employment Standards Br, also Sol Gen Retail Business Holidays Act.

PUBLIC HOUSING

Public Housing, see Rent Geared to Income

PUBLIC SERVICE APPEAL BOARDS

416-965-1455

CIV SERV, **PUBLIC SERVICE APPEAL BOARDS.** The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6426) hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union (OPSEU), the Liquor Control and Liquor Licence Boards

Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6426) hears any appeal re union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate disputes between employees and unions re wages, collective agreements, etc.

PUBLIC SERVICE SUPERANNUATION

Public Service Superannuation, see Govt Serv Employee Benefits Br, also Govt Serv Public Service Superannuation Board.

PUBLIC TENDERS OFFICE

Public Tenders Office, see Govt Serv Supply Administration Br.

PUBLIC TRUSTEE

416-362-1331

ATT GEN, **PUBLIC TRUSTEE** manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Powers of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

PUBLIC VEHICLES

Public Vehicles, see Tr & Comm Highway Carrier Licensing Section, also Tr & Comm Ont. Highway Transport Board.

PUBLICATIONS CENTRE

416-965-2069

GOVT SERV, PRINTING SERVICES BR has four operating sections. Print Procurement Service (965-2056) coordinates standard forms activity to ensure economy in government forms and purchases printing services from the private sector as required by ministries and agencies. Handles contracting for all legislative printing including the Ontario Gazette and provides subscriptions to Hansard, Bills, Votes and Proceedings and Order Papers (965-2238). Publishes the Ontario Government Telephone Directory (965-3004). Duplicating Service (965-2211) provides an in-plant facility when private sector services are impractical. Stationery Service (965-7072) operates a retail outlet supplying common stationery and office supplies. Publications Service, through the **Publications Centre** (965-6015) and the Ontario Government Bookstore (965-2054) is responsible for cataloguing, inventory control and distribution of Ontario Government publications to the public, other ministries and agencies and to libraries through a province-wide library depository system.

416-965-6015

ONTARIO GOVERNMENT PUBLICATIONS are warehoused, catalogued and distributed by mail through the **Publications Centre,** Ministry of Government Services, 5th floor, 880 Bay St. Toronto, M7A 1N8 (965-6015), or through the Ontario Government Bookstore at 880 Bay

St., Toronto (965-2054). Cheques or money orders should be made payable to the Treasurer of Ontario. Microfiche of certain government documents, bibliographic and reference services are also available (965-1415). For publications issued directly by a ministry, contact that ministry's regional office or its Information Services Branch in Queen's Park. The Publications Warehouse is located at 1220 Markham Road, Scarborough (Phone: 438-4520).

PUBLISHING

416-965-6487

CULT & REC, CULTURAL INDUSTRIES BR is involved with the film industry, recording industry, book **publishing** and periodicals industries. Provides liaison with various levels of government and industries themselves. Does not give grants or loans. Main emphasis is on policy development. Contact regional offices or main office.

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, provides grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to theatre and dance companies, orchestras and concert societies, art galleries and schools, **publishing** houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, makers of films and photographers may also apply. Other programs include Creative Artists In Schools (CAIS) and ONTOUR which assists concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

PURCHASING SERVICE

Purchasing Service, see also Administrative Services for individual ministry listings.

416-965-6937

GOVT SERV, SUPPLY ADMINISTRATION BR provides a government-wide **purchasing service.** Three commodity sections: Furniture & Furnishings (965-1247), Office Products (965-4751), Special Products (965-3084) administer a collective purchasing program for commonly used commodities; purchase equipment for new Ontario government facilities; purchase goods and services for operational requirements of the Ministry. Central purchasing authority for furniture and furnishing needs of all ministries and agencies rests with the Furniture & Furnishings Section. Supplier Development Section (965-6937) supports branch by developing supplier lists, maintaining a vendors catalogue library, identifying and evaluating new suppliers. Operates the Public Tenders Office (965-1152) to receive tenders for government supply contracts. Assets Disposal Section (259-7809) receives, warehouses and arranges for re-use or disposal of surplus furniture, equipment, materials.

PYRAMIDIC SCHEMES

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising,

selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, **pyramidic schemes** promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-0321

CCR, CONSUMER SERVICES BUREAU answers consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private bailiffs), Business Practices, Collection Agencies, Consumer Protection Bureau, Consumer Reporting, (credit reporting and personal investigation agencies), Mortgage Brokers, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of paperbacks & periodicals), Pyramidic Sales **(pyramidic schemes),** Real Estate & Business Brokers, Travel Industry (travel agents & wholesalers). The Business Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the consumer with redress procedures.

416-963-0366

CCR, REGISTRAR OF BAILIFFS, Collection Agencies and Mortgage Brokers registers and investigates complaints about private bailiffs, collection agencies, consumer reporting agencies (credit and personal information investigation) and mortgage brokers. Also issues certificates of acceptance for **pyramidic schemes** under the Pyramidic Sales Act. Recommends appointments under the Bailiffs Act.

QUARRIES

416-965-1193

ENV, POLLUTION CONTROL BR NOISE POLLUTION Control Section deals with the control of pollution from noise emissions and comments on the relationship between new and existing land use and noise sources (e.g. industry, highways, railways and aircraft). Develops acoustics criteria and standards. Monitors blast concussion and ground vibration levels from operating pits and **quarries** in response to complaints. Promotes the Model Municipal Noise Control Bylaw for adoption by municipalities and assists in training of noise control officers. Although most municipalities have not yet completely adopted the Model Noise Bylaw, the City of Hamilton and several other municipalities have. The City of Toronto developed its own bylaw (465-5477). Contact regional offices.

416-965-1328

LABOUR, MINING HEALTH & SAFETY BR is responsible for the administration of the Mining Act and the succeeding legislation for mines, open pits, industrial **quarries,** sand, clay, shale, gravel pits and metallurgical operations. Periodically inspects these establishments; conducts air samples to ensure a safe working environment. Investigates fatalities and serious accidents. Consults with labour and management to increase their involvement in identifying and solving occupational health and safety hazards. Reviews and provides advice on pre-development plans of mining and metallurgical operations to check hazards before

construction. Tests hoist cables and trains mine rescue personnel. Contact Queen's Park or District Offices.

416-965-1559

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains statistics on mineral economics (965-1016) and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & **Quarries** Control Act (965-3127), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing natural gas or oil or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

QUARTER CENTURY CLUB

416-965-5761

CIV SERV, ADMIN SERVICES BR, STAFF SERVICES Section administers the **Quarter Century Club** for government employees with 25 or more years of service, including superannuates. The Club organizes ten yearly banquets across Ontario and arranges other Civil Service activities in Toronto when requested.

QUEBEC

Quebec, see Ontario-Quebec Permanent Commission

QUEEN'S PROCTOR

416-965-4118

ATT GEN, CROWN LAW OFFICE, CIVIL Law provides the Ontario Government with civil litigation in all levels of courts, boards and tribunals. Provides professional advice and legal opinions to all government ministries, agencies and tribunals. Examines applications for judicial review to determine if an intervention will be made on behalf of the Attorney General. Deals with claims for and against the Crown. Answers inquiries from the public on statutes administered by this ministry. Acts for the **Queen's Proctor** in divorce matters. The Constitutional Law Branch of this office handles cases involving constitutional questions.

RABIES

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts concerning these veterinary requirements: vaccination of cattle to control brucellosis, licences for livestock community sales and those involved in disposing of dead animals. Compensates owners of livestock that are destroyed by **rabies.** Provides consultative service to practising veterinarians and producers of cattle, sheep and swine. Provides grants to finance veterinary service in designated areas where livestock farms are sparsely located. Inspects and issues licences to riding horse establishments, dog pounds and suppliers of laboratory animals. Licenses those other than pharmacists & veterinarians who sell livestock medicine. Requires registration of facilities that use animals for research.

416-965-4236
HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses) such as **rabies,** salmonellosis, brucellosis, etc. Consultants advise Public Health Officers and physicians and project need for vaccine, serum and snake antivenin. For a list of antivenin depots and **rabies** information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-4094
HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable disease by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with **rabies** vaccine and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

RACE TRACKS

416-963-0520
CCR, ONTARIO RACING COMMISSION (ORC) promotes the proper management of horse racing and the orderly behaviour and integrity of participants. Issues licences to participants and encourages the improvement of the quality of horses that race. Contact judges and stewards at **race tracks** or the head office of the Ontario Racing Commission.

416-965-5772
REVENUE, RETAIL SALES TAX BR administers the collection of Retail Sales Tax by Ontario vendors. This tax is paid to vendors at the time of purchase on certain goods and services consumed in Ontario. The branch operates district offices throughout Ontario which register vendors, issue vendors permits and provide information concerning exemptions and other aspects of the retail sales tax as well as carrying out periodic audits. Tax under the **Race Tracks** Tax Act is also collected by the branch. In Metro Toronto, call 487-7161.

RADAR WARNING DEVICE

416-965-3440
SOL GEN, RADAR WARNING DEVICES. An amendment to the Highway Traffic Act passed and effective Dec. 16, 1977, prohibits a person from driving a motor vehicle equipped with a **radar warning device.** The new legislation empowers a police officer to search any vehicle reasonably suspected of carrying a **radar warning device** and to seize any such device. Those convicted may be fined, and the device forfeited to the Crown. If faced with a legal problem or in order to get an authoritative interpretation of the law, refer to the Act or consult a lawyer. The Act is available from: Ontario Government Bookstore, 880 Bay St. Toronto (965-2054).

RADIO

Radio, see Telecommunications.

RADIOACTIVE

LABOUR, SPECIAL STUDIES & SERVICES BR. Health Studies Services (965-6375) conducts occupational health studies and provides consultative services on the effects of

occupational and environmental exposure to hazardous agents or materials on human health. Safety Studies Service (965-6111) conducts studies in occupational safety and maintains contact with organizations involved in accident prevention. Radiation Protection Services (965-8178) directs a program to protect employees and the public from harmful effects of radiation including industrial X-Rays, **radioactive** materials, microwaves, lasers. Radiation Protection Laboratory (965-2201) analyzes **radioactive** materials. Develops monitoring techniques and equipment for identification of **radioactive** sources. The Branch also deals with contingencies related to nuclear power generating stations and heavy water plants.

RAFFLES

416-963-0272

CCR, LOTTERIES BR issues licences, supervises and controls all lottery operators in Ontario. These include bingos, **raffles** and games of chance operated within the Criminal Code of Canada. Copies of the regulations are available from the branch on request.

RAILROAD MUSEUM

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION, Morrisburg, Ontario operates and maintains parks, campgrounds and historic sites, from the Ontario-Quebec border to 30 miles west of Kingston on Highway 33. Historic sites are Old Fort Henry at Kingston and Upper Canada Village east of Morrisburg. Other facilities include a Wildfowl Sanctuary, an 18 hole golf course, a **railroad museum,** nature trails and Pioneer and Loyalist memorials. Winter recreation facilities include cross-country skiing, snowmobiling, tobogganing, snowshoeing. A maple sugar bush, skating and horse drawn sleigh rides operate at Upper Canada Village. A marina and riding stable are operated as concessions on Commission lands.

RAILWAY

Railway, see also Railroad Museum

705-472-4500

NORAFFAIRS, ONTARIO NORTHLAND TRANSPORTATION Commission (ONTC) in North Bay supervises transportation services in Northern Ontario such as air services (norOntair), highways services, **railway** services (including the Polar Bear Express and the Northlander), marine services (including ferry services to Manitoulin and cruises on Lake Nipissing) and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

416-965-1160

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the **Railway** Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Answers questions on corporations tax exemptions under the Venture Investment Corporations Act (965-4040). Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives corporations tax and land tax refunds. For information on Land Transfer and Land Speculation Taxes, call 965-1774.

416-630-2635

TORONTO AREA TRANSIT OPERATING AUTHORITY (TATOA) was created to design, establish and operate an inter-regional transit system serving Metro Toronto and the regional municipalities of Peel, Durham, Halton, Hamilton-Wentworth and York. Manages GO Transit, a commuter **railway** service operated by Canadian National Railways, and a commuter bus service operated by Gray Coach Lines and Trailways of Canada. For information on timetables and fares phone local GO Transit number (in Toronto, 630-3933). TATOA reports to the Legislature through the Minister of Transportation & Communications.

REAL ESTATE

Real Estate, see also Real Property

416-963-0441

CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of any business registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, **Real Estate** and Business Brokers, Travel Industry and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such a business establishment is registered. For registration call 963-0446; for renewals 963-0444, and for revisions 963-0448.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: **real estate** and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-0321

CCR, CONSUMER SERVICES BUREAU answers consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private bailiffs), Business Practices, Collection Agencies, Consumer Protection Bureau, Consumer Reporting, (credit reporting and personal investigation agencies), Mortgage Brokers, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of paperbacks & periodicals), Pyramidic Sales (pyramidic schemes), **Real Estate** & Business Brokers, Travel Industry (travel agents & wholesalers). The Business Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the consumer with redress procedures.

416-963-0401

CCR, REAL ESTATE AND BUSINESS BROKERS ACT ensures protection of Ontario consumers through registration of **real estate** and business brokers and salesmen. Before foreign land can be sold in Ontario, sellers must provide prospective buyers with accurate description of property and terms of sale. Description is checked for accuracy by inspectors. Contact Queen's Park or regional office.

416-965-4777

GOVT SERV, REALTY SERVICES BR is responsible for the appraisal, negotiation and surveying services required in the acquisition and sale of **real estate** for most ministries, including land required for construction programs. Appraises, negotiates and acquires leased accommodation. Handles interim management of government property and disposes of such through sale or lease. Assists government employees transferred to other locations in Ontario in selling their homes under the Home Owner Employee Relocation Plan (phone: 965-6748). Maintains an inventory of government-owned land, buildings, leases and accommodation.

REAL PROPERTY

Real Property, see also Real Estate

416-965-7574

ATT GEN, ASSESSMENT REVIEW COURT hears complaints against realty and business assessment based on **real property** valuation for municipal tax purposes. For further information on real property assessment, see Revenue Assessment Field Operations Branch listed in this index. Contact Municipal Office locally for questions on property taxation and rates. For assessment complaints, contact Regional Registrar of Assessment Review Court.

CCR, REGIONAL PROPERTY REGISTRATION Branches I and II phone numbers are 965-6535 & 965-9008 respectively up to Fall, 1978; after then 963-0462 & 963-0466. The branches operate land registry offices throughout Ontario where documents for **real property** (land) and personal property titles are registered and recorded. Registration records may be examined for a fee. In Toronto land registry offices are located at New City Hall with these telephone numbers: Toronto and York Land Titles, 965-5248; Toronto Registry, 965-7553; Toronto Boroughs and York South Registry, 965-7588. Mortgages are normally discharged through a lawyer who prepares the document. The discharge is then registered with the local land registry office. There is a land registry office in each county or district.

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices throughout Ontario, implements the **real property** market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of supporters for schools and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

416-965-5189

REVENUE, ASSESSMENT STANDARDS BR. The Ministry of Revenue, under the Assessment Act, assesses the value of **real property** in Ontario, which assessment local governments use as basis for property taxation. The Assessment Standards Branch: develops,

maintains and implements valuation methods; standardizes valuation procedures; provides training of assessment personnel (965-3905). Conducts related technical research (965-3305).

416-965-1160

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of **real property,** consents to revive or surrender charters or to dissolve a corporation voluntarily. Answers questions on corporations tax exemptions under the Venture Investment Corporations Act (965-4040). Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives corporations tax and land tax refunds. For information on Land Transfer and Land Speculation Taxes, call 965-1774.

RECLAMATION

Reclamation, see Recycling

RECORDING INDUSTRY

Recording Industry, see Cult & Rec Cultural Industries Br

RECORDING OFFICE

416-965-5741

GOVT SERV, PROTOCOL SERVICES **Recording Office** prepares, records and microfilms Ontario official documents, e.g. land patents. Certifies notarized documents and affidavits that are sent abroad by the public for various purposes. See also Govt Serv Protocol Services Protocol Section, also Scrolls Section.

RECORDS CENTRE

416-965-1051

GOVT SERV, SPECIAL SERVICES BR provides Ontario Government ministries with these operational support services: Collection Service for debts owing to the government (965-5195); Mail Delivery and complete mass mailing which includes addressing, labelling, folding and inserting mail (965-6902); a **Records Centre** which provides secure storage for inactive government records (279-5493); Vehicle Repair & Trucking Service which provides maintenance and repair services for government vehicles and a trucking service on a charge-back basis (252-3348).

RECORDS MANAGEMENT

Records Management, see also Administrative Services for records management in individual ministries.

416-965-4030

CULT & REC, ARCHIVES OF ONTARIO acquires significant unpublished documents to preserve Ontario's historical heritage and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies through statutory control, important non-current records, and from other sources through donation or purchase, any important historical manuscripts, maps, pictures, photographs, early newspapers. Maintains a conservation laboratory for document restoration of archives' holdings. Operates a public reading room for those doing historical, administrative, legal or other

research. Welcomes information on the location of historical material. Also advises and assists ministries and agencies on economic and efficient **records management,** forms control, microrecording, correspondence, reports. Coordinates **Records Management** training courses (965-2187).

RECREATION

Recreation, see also Parks.

416-750-3366

CORR SERV, RECREATION BR provides leisure education programs and a wide variety of **recreation** activities to people in the care of the ministry. Programs are designed to bring inmates into contact with the public in controlled settings both in the institution and the community. In many institutions, **recreation** facilities such as gymnasia and playing fields are used by the community under certain conditions. Inmates assist in community programs as officials and in other volunteer roles.

416-965-0617

CULT & REC, FIELD SERVICES BR. Through six regional and various sub offices in Ontario the Field Services Branch helps local organizations obtain ministry services at the local level. By providing consultative services to community groups this Branch aids in the development of **recreation** and cultural activities locally. The consulting service is provided to a whole range of local and regional clients including municipal recreation departments, municipal recreation committees, YMCA's, historical societies, multicultural groups, regional arts councils, etc.

416-965-0322

CULT & REC, ONTARIO SPORTS TRAINING CENTRE Technical Unit for Recreation Facilities acts as a province-wide information centre in the areas of planning, design, construction and operation of sports, fitness and physical **recreation** facilities. The Unit performs a counselling service, information dissemination, organization and presentation of conferences, workshops and seminars, help in research problems and provides a reading room. Publications are available at the Ontario Government Bookstore. Among the 725 clients the Unit has counselled to date are club and community groups, government professionals, municipal recreation departments, design professionals and facility planners.

416-965-6763

CULT & REC, RESOURCE CENTRE and Library under the Administrative Services Br maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, **recreation,** human relations, prejudice, theatre, arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional organizations and the Ministry on sports and **recreation.** Leadership Section (965-7505) has consultants on **recreation** to advise those who provide professional preparation at colleges and universities; to train teachers within the school system and recreationists of municipalities; and to administer grants in aid of research. Professional upgrading is promoted through a new

professional development model. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL) (965-7505). Special Interests Section (965-5665) serves those offering **recreation** service to specialized clientele such as children, youth, the handicapped, senior citizens and women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital sports, **recreation,** fitness, arts, heritage, libraries, multicultural and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

416-965-9724

HOUSING, OHC, COMMUNITY RELATIONS SECTION of the Operational Planning Branch acts as a resource to community relations workers in the field to assist with social problems as well as **recreation** for families and senior citizens in Ontario Housing Corporation (OHC) accommodation. Also works to help residents integrate into the community.

416-965-5711

IND & TOUR, INDUSTRY SECTOR POLICY BR develops policy proposals for governmental consideration relating to the problems, needs and opportunities of industry on a sector basis. Develops analyses on a sector basis for the information of government officials and the business community. Provides Ontario comment to the federal Foreign Investment Review Agency (FIRA) and General Agreement on Tariffs and Trade (GATT) by the world's trading nations. Tourism Policy & Research Section (965-5725) develops and maintains a data base and related information service for the tourism sector and provides tourism research to support and direct ministry activities, e.g. the Interministerial Tourism & **Recreation** Planning Study.

416-965-7711

IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre cultural, entertainment and **recreation** complex on three man-made islands on Lake Ontario, Toronto including exhibition pavilions, band shell, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, shows films for conventions and other groups of residents or tourists. Open daily May 20 to Sept. 4 (weekends only Sept. 9 to Oct. 9). All major attractions are free with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

705-743-9311

NAT RES, CAN-ONT RIDEAU-TRENT-SEVERN SECRETARIAT coordinates implementation of the Canada-Ontario Rideau-Trent-Severn (CORTS) agreement, signed in February, 1975 by the federal Minister of Indian and Northern Affairs and the provincial

Minister of Natural Resources. The agreement provides for coordinated planning and development of the recreational land corridor and waterway between Ottawa and Georgian Bay. Objectives include a pollution-free environment, adequate public **recreation** areas and adequate commercial and private development.

416-965-6283

NAT RES, CONSERVATION AUTHORITIES BR encourages the conservation, development and utilization of water and related land resources by providing policy, funding assistance, management and planning direction to Conservation Authorities, autonomous bodies established under the Conservation Authorities Act. Provides grants to support resource management projects initiated and undertaken by the Authorities. These include water and land management programs (flood plain mapping, environmental assessment, dams, channel improvements and erosion control structures) and conservation and **recreation** land management programs (reforestation and woodlot management, wildlife management, outdoor **recreation** information and education).

RECREATION CENTRES

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community **recreation centres** (965-8433), sports facilities, arts facilities such as concert and exhibition halls, theatres, museums, heritage conservation projects, facilities for libraries and multicultural centres. Contact regional offices or main office.

RECREATION RESEARCH

Recreation Research, see Cult & Rec Special Services Br, also Cult & Rec Ontario Sports Training Centre

RECRUITMENT

416-965-4162

CIV SERV, FRENCH LANGUAGE SERVICES GROUP offers French language training courses to provincial and municipal employees. Assists ministries in **recruitment** of bilingual staff. Administers Ontario-Quebec Summer Student Job Exchange program and civil servants exchanges.

CIV SERV, RECRUITMENT BR (A). Graduate Recruitment & Special Staffing Section (965-4758) assists personnel branches in **recruitment** of graduates for permanent positions in the Ontario Public Service (OPS); maintains an inventory of college and university graduate applications. Provides information to placement directors and secondary school guidance counsellors in Ontario. Also provides information on policies and employment practices in the OPS for permanent part-time employment and employment of handicapped persons. Employment Services Section (965-6081) provides information on employment opportunities and careers in the OPS to civil servants and the public. Provides a centralized inventory of qualified applicants to assist ministries with their staffing needs. Go Temporary Program (965-7688) recruits and maintains resources staff to fill temporary positions in the OPS. See also Civ Serv Recruitment Br (B).

416-965-1483

CIV SERV, RECRUITMENT BR (B) develops and administers policies, standards and procedures to control the **recruitment** activities of the Ontario Public Service. Reviews and recommends for approval all requests from ministries for unclassified appointments and external **recruitment.** Develops policies on surplus employees and manpower control. Reviews delegated recruiting agreements and provides ministries with staffing, training and **recruitment** services for non-delegated classes, e.g. personnel administrators. See also Civ Serv Recruitment Br (A).

416-965-5435

CIV SERV, SENIOR APPOINTMENTS AND COMPENSATION OFFICE provides staff support services for the Senior Appointments Advisory Committee and Senior Manpower Planning Subcommittees, and implements all aspects of **recruitment,** appointments, compensation and career development for the Ontario Public Service senior executives and program directors.

416-965-3405

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries for grants and counselling programs. The Selective Placement Section provides professional and skilled manpower counselling and in cooperation with Canada Employment & Immigration, direct overseas **recruitment** assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to Business Schools at Ontario universities for employment of their students in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

416-965-4468

SOL GEN, OPP, CAREER MANAGEMENT BR handles **recruitment** and retains competent uniformed staff for employment in the Ontario Provincial Police. Administers uniformed force management and staff development programs, force promotional process and performance review programs.

RECYCLING

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for resource recovery and **recycling,** especially for energy conservation. Provides municipalities with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental plant for technology research and market development. Provides grants for selected technology demonstration projects.

REFORESTATION

416-965-6283

NAT RES, CONSERVATION AUTHORITIES BR encourages the conservation, development and utilization of water and related land resources by providing policy, funding assistance, management and planning direction to Conservation Authorities, autonomous bodies established under the Conservation Authorities Act. Provides grants to support resource management projects initiated and undertaken by the Authorities. These include water and land management programs (flood plain mapping, environmental assessment, dams, channel improvements and erosion control structures) and conservation and recreation land management programs (**reforestation** and woodlot management, wildlife management, outdoor recreation information and education).

416-965-2785

NAT RES, FOREST RESOURCES BR grows seedlings in provincial nurseries for the public and Crown **reforestation.** Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests.

REFRIGERATION

416-965-4188

CCR, OPERATING ENGINEERS BR promotes safety in the operation of power plants by examining, certifying and issuing licences to operators of steam, **refrigeration,** compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

REFUSE

Refuse, see Waste

REGIONAL DETENTION CENTRES

Regional Detention Centres, see Correctional Institutions

REGIONAL GOVERNMENT

Regional Government, see TE & IA Local Government Organization Br, also Municipalities.

REGISTRATION

Registration, see subject being registered, e.g. Partnerships, Securities, Real Property, Itinerant Sellers.

REGULATIONS

Regulations, see Att Gen Legislative Counsel Services

REHABILITATION

416-965-5006

COMM SOC, CAPITAL & ADMINISTRATIVE SERVICES BR provides technical expertise and consultative services to municipalities and non-profit organizations that want to establish facilities for **rehabilitation,** residential and social services under various Acts administered by the ministry. Maintains statistics on existing facilities. Carries out inspection program for fire and other safety measures in all ministry institutions and those operated under the above Acts. Contact district offices. Also supplies the ministry with administrative services. For a description of functions see first entry under Administrative Services.

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, **rehabilitation** and training programs. Provides necessary restorative services e.g. prosthetics. Capital and operating grants are available to approved sheltered workshops. May provide operating and debt retirement assistance (e.g. payment of mortgages) to half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational **Rehabilitation** Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (financial allowances for single mothers, permanently unemployable fathers, foster children, etc.).

416-750-3358

CORR SERV, PLANNING AND RESEARCH BR conducts corrections research to develop policy and long-range planning for programs in correctional institutions and the community. Evaluates effectiveness of ministry **rehabilitation** programs. With research advisory committee, reviews all applications from outside investigators to obtain access to inmates, records and staff of correctional institutions. Also reviews requests for grants for corrections research.

416-750-3475

CORR SERV, VOLUNTEER PROGRAMS BR coordinates the recruiting, screening, training and supervision of volunteer workers who are involved in **rehabilitation** programs of the ministry. Volunteers are active in adult institutions, detention centres, jails, and with probationers and parolees. There are opportunities for volunteer participation in most areas of the province.

416-965-8045

HEALTH, CONSULTING SERVICES BR Consultants are experienced in their own fields of personal health care (i.e., health services provided by health practitioners to and for individuals who request them). Consultants provide the ministry with expertise and advice on the entire health care delivery system and increasingly in the area of health care planning. New objectives are to seek lower cost alternatives to present aspects of the system.

Consultants represent general and specialty physicians, psychology, physiotherapy, occupational therapy, speech pathology and audiology, nursing and social work. They serve on Branch Committees and Planning Teams and on various Task Forces to help formulate Ministry policy. The Branch manages these programs: Adult Community Mental Health, Alcohol and Drug Abuse, Long Term Care, Emergency Health Services, **Rehabilitation,** and the Underserviced Area Program (965-1170) which attracts physicians to practise in rural and isolated communities.

416-423-4240

HEALTH, ONTARIO CANCER TREATMENT AND RESEARCH FOUNDATION conducts regional treatment centres where treatment of cancer by radiotherapy and chemotherapy is given to patients referred by their doctors. It is affiliated with and supports the Ontario Cancer Institute (incorporating the Princess Margaret Hospital in Toronto). **Rehabilitation** services are also provided for patients needing speech therapy or prosthetic devices. Grants are awarded for cancer research and medical graduates are encouraged to work on cancer treatment. Contact regional offices of the Ontario Cancer Treatment and Research Foundation.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT, administered by the Drugs & Therapeutics Br, provides prescribed drugs free to senior citizens (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months & are Canadian citizens or landed immigrants; to recipients of Family Benefits (FBA), General Welfare (GWA) and vocational **rehabilitation** assistance, Homes for Special Care & Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to drug benefit. Federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms available at most pharmacies or write: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly cards. Drugs must be listed in the Drug Benefit Formulary (for quality & cost control), prescribed by a doctor or a dentist & obtained in Ontario.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), **rehabilitation** services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. Anyone whose interests are affected may appeal a WCB decision made under the Act. The Board is entirely financed by employer assessments, which also underwrite the safety education programs provided by nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and **Rehabilitation** Centre is in Downsview. The Board maintains two information offices in Toronto and area offices in 12 other Ontario cities. The WCB reports to the Legislature through the Minister of Labour. Contact Head Office or local offices.

REMOTE SENSING

416-965-4538

NAT RES, SURVEYS & MAPPING BR (B) provides topographical and cadastral descriptions of the land base. Mapping Services Section (965-4941) provides information and liaison

on Ontario maps production program. Develops mapping standards and programs and handles contracts with industry for mapping products. The Ontario Centre for **Remote Sensing** (965-8411) serves the provincial government by providing special-mission aerial photographs, interpretation of air-borne and space-borne imagery. Provides **remote sensing** information to the public. Nomenclature Section (965-6515) maintains geographical nomenclature of provincial and federal maps, charts, etc. Controls and regulates official names and naming of geographical features, unincorporated populated places and municipalities. See also Nat Res Surveys & Mapping Br A for other activities.

416-248-3248

TR & COMM, SURVEYS AND PLANS OFFICE, Highway Engineering Div provides the ministry with: aerial and ground surveys relative to **remote sensing,** computer graphics, photogrammetric plans, cartographic maps, legal survey plans and documents. Maps are available to the public. Contact regional or district offices.

RENT REVIEW

416-964-7808

CCR, RENT REVIEW. Ontario's Residential Premises **Rent Review** Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile homes and some rent-geared-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. **Rent Review** Officers in major centres in Ontario will review landlord and tenant-filed application forms regarding rent increases (e.g. tenant appeals against high rent increases). If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact **Rent Review** Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

416-964-3556

CCR, RESIDENTIAL PREMISES RENT REVIEW BOARD is an appeal tribunal which hears landlord and tenant appeals on decisions of the Ontario **Rent Review** Program.

RENT SUPPLEMENT PROGRAM

Rent Supplement Program, see Housing Community Housing Division B.

RENT-GEARED-TO-INCOME

416-964-7808

CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile homes and some **rent-geared-to-income** units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant-filed application forms regarding rent increases (e.g. tenant appeals against high rent increases). If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (B). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). Under the Rent Supplement Program private landlord offers up to 25% of units to house tenants selected from Ontario Housing Corporation (OHC) waiting lists. Tenant pays **rent-geared-to-income,** OHC pays subsidy to landlord. Under the Private Assisted Rental Program, private landlord designs, constructs, owns and operates the project. Landlord makes available for a minimum of 15 years up to 100% of the units for rental to applicants from OHC waiting lists. Tenant pays **rent-geared-to-income.** Applicants in Metro Toronto contact Housing Registry, 965-9915. Elsewhere contact local OHC office or Housing Authority. See also Housing, Community Housing Division (A) for information on other programs.

416-965-9733

HOUSING, OHC, HOUSING OPERATIONS BR (Ontario) provides direction to 53 Housing Authorities and 7 Direct Management Operations in all matters relating to Ontario Housing Corporation's (OHC's) **rent-geared-to-income** program. Low income housing, as the program has come to be known, is available in all major cities and most towns throughout Ontario. Tenant applications and complaints are made to the local housing manager. See also Housing Operations Branch (Metro), Tel. 965-9434.

416-965-9434

HOUSING, OHC, HOUSING OPERATIONS BR (METRO) provides direction to Metro Toronto district offices in all matters relating to Ontario Housing Corporation's (OHC's) **rent-geared-to-income** program. Tenant applications are made to Housing Registry (965-9915). Complaints should first be directed to on-site project manager. Tenant Inquiry Board (789-7901) operates a 24 hour maintenance service for after-hour maintenance problems.

416-965-9098

HOUSING, OHC, MAINTENANCE ENGINEERING Br is responsible for the design and construction for modernization and improvement, and to advise on maintenance matters for Ontario Housing Corporation (OHC) **rent-geared-to-income** buildings.

416-965-9868

HOUSING, OHC TENANT PLACEMENT accepts and processes applications for **rent-geared-to-income** housing within Metropolitan Toronto. Tenant applications accepted in person or by mail addressed to Housing Registry, Ontario Housing Corporation, 101 Bloor St. W., Toronto (965-9915). Applicants must have 12 months continuous residency within Metro Toronto in the past 5 years. **Rent-geared-to-income** program provides accommodation for families but will consider senior citizens and persons with permanent physical disability. Housing is offered to families in greatest need when vacancies occur.

REPORT OF PROVINCIAL PARLIAMENT

Report of Provincial Parliament, see Hansard.

RESEARCH

Research, see topic of research, e.g. Agricultural Research.

RESORTS

Resorts, see Tourism

RESOURCE RECOVERY

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive waste management program including new procedures for **resource recovery** and recycling, especially for energy conservation. Provides municipalities with assistance and guidance in the economic development of waste management systems. Provides technical services, supervision and financial management required in the planning and construction of **resource recovery** facilities. Operates full scale experimental plant for technology research and market development. Provides grants for selected technology demonstration projects.

416-965-3007

ENV, WASTE MANAGEMENT ADVISORY BOARD advises the Minister of the Environment on matters related to the management of waste in Ontario including means of reducing the quantity produced, of assisting in the development of **resource recovery** from the waste stream, and of improving the aesthetic quality of the physical environment.

RESPIRATORY DISEASES

416-965-2301

HEALTH, CLINIC SERVICES BR Chest Disease Service provides diagnostic services for tuberculosis and other **respiratory diseases** and ambulatory treatment for tuberculosis through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

416-965-3211

LABOUR, OCCUPATIONAL HEALTH BR operates a consulting service in occupational health to ministries and to industry. Occupational Health Medical Service (965-3610) provides consultation on medical & nursing services to those who provide in-plant health care facilities & a healthful working environment for employees. Occupational Health Engineering Serv. (965-4066) provides consultation to operating branches & to industry; visits plants & sites to identify & assess health hazards from exposure to chemical, physical & biological agents and to recommend control measures. Industrial Chest Disease Serv. (965-4075) deals with identification & prevention of **respiratory diseases** from occupational exposure to hazardous agents. Works closely with Workmen's Compensation Board and Chest Clinic Services (Health) which conducts chest x-rays of miners. Occupational Health Laboratory Serv. (965-7925) performs chemical analyses of biological specimens, air samples, industrial materials.

RETAIL BUSINESS

Retail Business, see Sol Gen Retail Business Holidays Act.

RETAIL SALES TAX

416-965-5772

REVENUE, RETAIL SALES TAX BR administers the collection of **Retail Sales Tax** by Ontario vendors. This tax is paid to vendors at the time of purchase on certain goods and services consumed in Ontario. The branch operates district offices throughout Ontario which register vendors, issue vendors permits and provide information concerning exemptions and

other aspects of the **retail sales tax** as well as carrying out periodic audits. Tax under the Race Tracks Tax Act is also collected by the branch. In Metro Toronto, call 487-7161.

RETARDED

Retarded, see also Emotionally Disturbed.

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the **retarded)** May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Powers of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-8455

COMM SOC, MENTAL RETARDATION COMMUNITY RESOURCES BR provides funding and program support for community-based programs in accommodation support and demonstration projects for the mentally **retarded.** Also supports prevention and community awareness programs through public education. These services are administered by local organizations, particularly local associations for the mentally **retarded.** Contact local Mental Retardation Coordinator in district office.

416-965-5130

COMM SOC, MENTAL RETARDATION COMMUNITY SERVICES DEVELOPMENT Br is responsible for two programs. Adult Protective Services coordinates and monitors on an individual basis, social support services to enable mentally **retarded** adults to become self-sufficient in the community setting. Mental Retardation Coordination provides a coordinator in each district to serve as a link between the district working group and the government. Contact district office.

416-965-6231

COMM SOC, MENTAL RETARDATION FACILITY SERVICES Division operates facilities and funds facilities operated by a Board of Directors for mentally **retarded** and multiple handicapped children and adults. Licenses approved homes which operate under the supervision of the above government facilities. Contact district office.

416-965-6237

COMM SOC, MENTAL RETARDATION RESIDENTIAL & CONSULTING SERVICES BR provides a full range of programs and services for the mentally **retarded** in Community/-Board operated facilities under the Developmental Services Act, 1974. Provides diagnostic and assessment services for the mentally **retarded** in Community/Board operated Diagnostic and Assessment Centres. Provides administrative, professional and service-oriented consulting services to mental retardation facilities operated by the Ministry.

416-965-2663

EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional students outside the normal school structure in schools for the blind and deaf, in developmental centres schools for the **retarded,** developmentally handicapped and emotionally

disturbed, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the deaf. School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students.

416-965-5081

HEALTH, HOMES FOR SPECIAL CARE PROGRAM, Psychiatric Hospitals Branch, licenses and inspects Homes for Special Care which provide nursing home and residential home care for former patients of Ontario psychiatric hospitals and centres for the mentally **retarded.** Contact local psychiatric hospital.

RETIREMENT

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private charitable organizations, develops policy on and subsidizes Homes For The Aged, residential care, extended care, foster or satellite homes and social services for senior citizens. Subsidy is in the form of capital and operating grants. Assists in community outreach programs and alternatives to institutional care projects, e.g. meals-on-wheels, day care, vacation care. Other programs include: capital and operating grants for Elderly Persons Centres and senior volunteers. Cooperates with other ministries and groups in **retirement** planning. Conducts Long-Term Study on Aging (965-5103). Provides grants for research on aging and related facilities including the J. W. Crane Memorial Library of Geriatrics and Gerontology (367-8867). Contact district office.

416-226-2700

EDUC, TEACHERS SUPERANNUATION COMMISSION provides pensions for teachers upon **retirement** or early retirement because of physical or mental disability. Also provides income to widowed spouse or orphans of deceased teachers.

416-598-0413

ROYAL COMMISSION ON THE STATUS OF PENSIONS was established in April, 1977 to study private sector pensions and **retirement** arrangements and to examine the Canada Pension Plan and public employee pension plans. Write to the Commission at 180 Dundas St. w., 22nd Floor, Toronto M5G 1Z8.

RETRAINING

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial training (manpower training) programs. The branch is involved in training and **retraining** men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact local Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding

gainful employment. Application forms available at local Canada Employment Centre. OCAP Administration Office in Queen's Park is at 965-0668.

REVENUE

Revenue, Ministry of, see REVENUE Branch Name

REVENUE ADMINISTRATIVE & FINANCIAL SERVICES BR

416-965-2907

REVENUE, ADMINISTRATIVE & FINANCIAL SERVICES BR. Administration Section (965-2907) provides the ministry with administrative services. For a description of functions see first entry under Administrative Services. Finance Section (965-1706) performs the financial management and accounting functions. For a description of activities see first entry under Accounting.

REVENUE ASSESSMENT FIELD OPERATIONS BR

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices throughout Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of supporters for schools and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

REVENUE ASSESSMENT STANDARDS BR

416-965-5189

REVENUE, ASSESSMENT STANDARDS BR. The Ministry of Revenue, under the Assessment Act, assesses the value of real property in Ontario, which assessment local governments use as basis for property taxation. The Assessment Standards Branch: develops, maintains and implements valuation methods; standardizes valuation procedures; provides training of assessment personnel (965-3905). Conducts related technical research (965-3305).

REVENUE AUDIT SERVICES BRANCH

416-965-5275

REVENUE, AUDIT SERVICES BR is responsible for the Ministry's audit function. For a description of the function, see the first entry under Audit.

REVENUE COMMUNICATIONS GROUP

416-965-2099

REVENUE, COMMUNICATIONS GROUP provides information service concerning programs and policies to the media, the public and internal branches. Prepares informative literature, news releases, speeches and minister's statements on request. Participates in development of Ministry bilingual programs. Maintains a newspaper clipping service and library (965-3892) covering aspects of tax, property assessment, public finance, legislation and government and business administration. Manages Ministry advertising. For description of information services function, see first entry under Information Service.

REVENUE CORPORATIONS TAX BR

416-965-1160

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Answers questions on corporations tax exemptions under the Venture Investment Corporations Act (965-4040). Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives corporations tax and land tax refunds. For information on Land Transfer and Land Speculation Taxes, call 965-1774.

REVENUE GASOLINE TAX BR

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, fuel for aviation, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors, and taxable diesel fuel users.

REVENUE GUARANTEED ANNUAL INCOME SYSTEM

416-965-8470

REVENUE, GUARANTEED ANNUAL INCOME SYSTEM (GAINS-A) Program was introduced in July, 1974 to provide a basic income for qualifying residents age 65 and over. A multilingual information service on the GAINS-A program for senior citizens can be reached by calling 965-8470 in Metro Toronto. Outside Metro Toronto dial direct (toll-free) 1-800-268-7121 except residents in area code 807 who should ask Operator for Zenith 8-2000 (toll-free).

REVENUE LEGAL SERVICES BR

416-965-1264

REVENUE, LEGAL SERVICES BR provides legal services for the Ministry of Revenue. For a description of branch activities, see first entry under Legal Services.

REVENUE MANAGEMENT SYSTEMS BR

416-965-5891

REVENUE, MANAGEMENT SYSTEMS BR is responsible for planning and coordinating the systems, procedures and management consulting services to the Ministry. Provides skilled personnel for project teams with other branches and access to facilities which meet the needs of the user branch. Ensures adherence to appropriate technical standards including proper documentation, security arrangements for ministry systems and computer programs.

REVENUE ONTARIO TAX CREDIT SYSTEM

416-965-8470

REVENUE, ONTARIO TAX CREDIT SYSTEM Information Centre provides multilingual information service and assistance to Ontario residents in completing their Ontario Tax Credit form and claiming their property, sales, pensioner and political contributions tax credits when filing their federal personal income tax forms. The first three credits are available regardless of income tax payable; the last only to those who donated to Ontario registered parties, candidates & constituency associations. Residents outside Metro Toronto (except those in area code 807) may call the Centre toll-free by dialing direct 1-800-268-7121.

Residents in area code 807 call toll-free by asking Operator for Zenith 8-2000. In Metro Toronto call 965-8470. General inquiries re Federal Tax should be referred to district offices of the Federal Department of National Revenue; in Toronto call 869-1500.

REVENUE OSHAWA RELOCATION UNIT

416-965-8169

REVENUE, OSHAWA RELOCATION UNIT is responsible for planning, coordinating and implementing the future relocation of the Ministry's head office functions to Oshawa.

REVENUE PERSONNEL SERVICES BR

416-965-1788

REVENUE, PERSONNEL SERVICES BR performs the personnel functions for the Ministry of Revenue. For a description of branch activities, see first entry under Personnel.

REVENUE PROV OF ONTARIO SAVINGS OFFICE

416-965-1791

REVENUE, PROV OF ONTARIO SAVINGS OFFICE provides general savings bank services to the public in 21 branches throughout the province. The Province of Ontario Savings Office deposits funds in excess of day-to-day requirements with the Consolidated Revenue Fund.

REVENUE RETAIL SALES TAX BR

416-965-5772

REVENUE, RETAIL SALES TAX BR administers the collection of Retail Sales Tax by Ontario vendors. This tax is paid to vendors at the time of purchase on certain goods and services consumed in Ontario. The branch operates district offices throughout Ontario which register vendors, issue vendors permits and provide information concerning exemptions and other aspects of the retail sales tax as well as carrying out periodic audits. Tax under the Race Tracks Tax Act is also collected by the branch. In Metro Toronto, call 487-7161.

REVENUE REVENUE RESEARCH BR

416-965-2923

REVENUE, REVENUE RESEARCH BR prepares, for ministry use only, management information and statistics on tax administration. Undertakes special studies on tax research matters, Revenue Division planning, legislation control.

REVENUE SHARING COMMITMENT

Revenue Sharing Commitment, see TE & IA Intergovernmental Finance & Grants Policy Br

REVENUE SPECIAL INVESTIGATIONS BR

416-965-7767

REVENUE, SPECIAL INVESTIGATIONS BR investigates cases of deliberate tax evasion and prosecutes such cases as warranted.

REVENUE SUCCESSION DUTY BR

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties or tax, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation tax (965-1774).

REVIEW BOARDS
Review Boards (health), see Health Health Boards Secretariat

RIDEAU CANAL
Rideau Canal, see Nat Res Can-Ont Rideau-Trent-Severn Secretariat

RIDING
Riding, see Electoral District.

RIGHTS-OF-WAY

416-248-3665
TR & COMM, MAINTENANCE BR develops and implements standards, policies and procedures for maintenance of roads and highways, including landscape, zone striping, erection and maintenance of highway signs, and electrical devices on highway **rights-of-way.** Monitors maintenance operations to ensure compliance with standards. Prepares and controls annual maintenance budget, including day labour construction. Prepares landscape design. Prepares policy and administers permits for signs and buildings on highway **rights-of-way.** Permit issuance is done by regional or district office. See Tr & Comm Operations, Regional Operations. Manages fleet of vehicles and equipment for the Ministry, and guides and trains garage personnel on fleet maintenance and management.

416-248-3238
TR & COMM, OPERATIONS, REGIONAL OPERATIONS, through five Regional and 18 District offices in Ontario operates the Provincial Roads System by performing design, maintenance and construction activities. Administers subsidy programs to municipalities and regional governments for their roads maintenance and construction programs. Controls highways **rights-of-way** by purchasing property, issuing building permits, entrance permits and permits for the erection of advertising signs. Contact regional or district office.

RIVER BASINS
River Basins, see Basins

RIVERS
Rivers, see Lakes

ROAD CLOSING
Road Closing applications, see Housing Operations & Development Control Br.

ROADS
Roads, see Highways

ROCK

416-965-4641
NAT RES, ONTARIO GEOLOGICAL SURVEY provides information on the geological and mineral resources of Ontario for development of policy on management of non-renewable resources, for land use planning and for exploration and development of Ontario's mineral wealth. Activities include geological, geophysical and geochemical surveys, mineral deposit studies, development of new exploration techniques, presentation of classes & lectures

on minerals. Analytical laboratory provides identification, chemical analyses and assays of mineral, **rock** and ore samples. The branch administers the Mineral Exploration Assistance Program to encourage approved mineral exploration in designated areas. Published maps, reports, brochures, unpublished files and analytical services are used by the public, prospectors, mining companies, universities & government agencies. Contact Queen's Park office (Tel. 965-4641) or Regional Geologists in regional offices, or Resident Geologists in Red Lake, Sioux Lookout, Kirkland Lake & Sudbury districts.

ROYAL BOTANICAL GARDENS

416-527-1158

CULT & REC, **ROYAL BOTANICAL GARDENS** (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses on horticulture and botany, design with plant material, to credit courses at universities. The RBG also offers the public extensive horticultural information on ornamental, native and poisonous plants, edible and poisonous mushrooms, and information on ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

ROYAL CANADIAN LEGION

416-965-4891

COMM SOC, SOLDIERS AID COMMISSION provides emergency welfare assistance to eligible war veterans and/or their dependents who are in need. Administers trust funds accruing from bequests. Contact Commission or closest branch of the Department of Veterans Affairs (DVA) or **Royal Canadian Legion.**

ROYAL COMMISSION ON ELECTRIC POWER PLANNING

416-965-2111

ROYAL COMMISSION ON ELECTRIC POWER PLANNING was established in 1975 to inquire into the long-range planning of Ontario's electric power system. It will examine the long-range planning concepts of Ontario Hydro and relate them to the broad range of provincial planning, the use of electrical energy and to environmental, energy and socio-economic factors. Will report on its conclusions relating to nuclear power by June 30, 1978. The Commission funds several interest groups for research activities and assists them in participation at commission hearings. Operates a Library and Information Centre. To obtain materials and submissions from previous hearings, contact the Royal Commission office at 14 Carlton Street, 7th Floor, Toronto, M5B 1K5. Reports to the Legislature through the Provincial Secretary for Resources Development.

ROYAL COMMISSION ON HEALTH RECORDS

416-965-4003

ROYAL COMMISSION ON CONFIDENTIALITY OF HEALTH RECORDS in Ontario was established in December, 1977 to review health and related legislation and regulations, and administrative processes under such legislation, to determine whether proper protection is given to the rights of persons who have received or who may receive health services, and to preserve the confidentiality of information collected under such legislation. Write to the Commission at 180 Dundas St. W., 22nd Floor, Toronto M5G 1Z8.

ROYAL COMMISSION ON THE NORTHERN ENVIRONMENT

416-965-9569

ROYAL COMMISSION ON THE NORTHERN ENVIRONMENT was established in July, 1977 to determine the effects of major enterprises north of the 50th parallel on the natural environment and social, economic and cultural conditions in Northern Ontario; to investigate the feasibility of alternative uses of natural resources; to suggest ways and means of assessing and deciding on environmental aspects of major enterprises. Write to the Commission at 55 Bloor St. W., Rm. 801, Toronto M4W 1A5.

ROYAL COMMISSION ON THE STATUS OF PENSIONS

416-598-0413

ROYAL COMMISSION ON THE STATUS OF PENSIONS was established in April, 1977 to study private sector pensions and retirement arrangements and to examine the Canada Pension Plan and public employee pension plans. Write to the Commission at 180 Dundas St. w., 22nd Floor, Toronto M5G 1Z8.

ROYAL ONTARIO MUSEUM

Royal Ontario Museum, see also Cult & Rec Festival Ontario.

416-978-3690

CULT & REC, **ROYAL ONTARIO MUSEUM,** incorporating the Canadiana collections (978-6738) at 14 Queen's Park Crescent West and the McLaughlin Planetarium (978-8558), is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts, archaeology and the sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects and specimens related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Write or call for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, Senior Citizens Club, and Saturday Morning Club for children and has a library of films. The ROM is located at 100 Queen's Park Cres. in Toronto.

RURAL & NATIVE HOUSING PROGRAM

Rural & Native Housing Program, see Housing Community Housing Division A.

SAFETY

Safety, see also CCR Building Code Br.

416-965-7627

CCR, ENERGY SAFETY BR which administers the Ontario Energy Act, strives to prevent loss of life, bodily injury and property damage by controlling **safety** hazards which can arise from the transmission, distribution and utilization of natural gas, oil and propane fuel, and the transport, storage and handling of gasoline. Issues certificates and licences (including contractors' licences for heating and air conditioning contractors) and audits such operations.

416-965-4188

CCR, OPERATING ENGINEERS BR promotes **safety** in the operation of power plants by examining, certifying and issuing licences to operators of steam, refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

416-965-5006

COMM SOC, CAPITAL & ADMINISTRATIVE SERVICES BR provides technical expertise and consultative services to municipalities and non-profit organizations that want to establish facilities for rehabilitation, residential and social services under various Acts administered by the ministry. Maintains statistics on existing facilities. Carries out inspection program for fire and other **safety** measures in all ministry institutions and those operated under the above Acts. Contact district offices. Also supplies the ministry with administrative services. For a description of functions see first entry under Administrative Services.

416-965-6741

GOVT SERV, PROPERTY MANAGEMENT BR provides operation and maintenance services to Government-owned and leased premises including repairs, housekeeping, horticultural services, moving and bulk parking allocation, elevator maintenance. Ensures **safety** in government buildings and on construction sites; coordinates displays by various ministries in exhibitions at the London, Ottawa and Thunder Bay government buildings; coordinates tenders and administers catering contracts for cafeterias and vending machines in government and court house offices. It is also responsible for the reservation and use of committee rooms in the Macdonald Block (Phone: 965-1109).

416-965-4061

HEALTH, INSPECTION BR X-RAY INSPECTION Service administers the regulation respecting X-Ray **safety** by registering owners of equipment designed to produce X-Rays used in the practice of medicine, approving plans for permanent locations and inspecting them. Provisions of the regulation apply only to the healing arts.

416-965-2448

LABOUR, ADVISORY COUNCIL ON OCCUPATIONAL HEALTH & OCCUPATIONAL SAFETY advises the Minister of Labour on matters involving occupational health and occupational **safety.** Provides liaison between the Ministry and special interest groups wishing to draw government attention to particular concerns in this field.

416-965-7161

LABOUR, CONSTRUCTION HEALTH & SAFETY BR is concerned with protecting the occupational health and **safety** of employees in the construction industry, including work on buildings, streets, sewers, water mains, underground work, and work under compressed air. The Branch periodically inspects construction sites, investigates fatalities and serious accidents and provides consultative services to all involved in the construction industry, e.g. labour, management, contractors, designers. **Safety** publications are available. Contact Queen's Park or District Offices.

416-965-4125

LABOUR, INDUSTRIAL HEALTH & SAFETY BR is concerned with protecting the occupational health and **safety** of employees in industry including the logging industry. (For the construction and mining industries, see Labour Construction Health & Safety Br and Labour Mining Health & Safety Br). This branch encourages employers and employees to assume primary responsibility for occupational health and **safety** programs by establishing Internal Responsibility Systems and consulting with them so problems are recognized and ongoing safety programs are established. Periodically inspects industrial establishments and logging sites; investigates fatalities and serious accidents. Reviews plans for new buildings

and alterations to existing ones to check occupational health and **safety** hazards. Contact Queen's Park or District Offices.

416-965-6101

LABOUR, LABOUR RESEARCH BR provides information on wages, labour relations, **safety,** collective bargaining, working conditions, unemployment, labour market conditions. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (965-6886). Maintains a library containing labour related material (965-1641).

416-965-1328

LABOUR, MINING HEALTH & SAFETY BR is responsible for the administration of the Mining Act and the succeeding legislation for mines, open pits, industrial quarries, sand, clay, shale, gravel pits and metallurgical operations. Periodically inspects these establishments; conducts air samples to ensure a safe working environment. Investigates fatalities and serious accidents. Consults with labour and management to increase their involvement in identifying and solving occupational health and **safety** hazards. Reviews and provides advice on pre-development plans of mining and metallurgical operations to check hazards before construction. Tests hoist cables and trains mine rescue personnel. Contact Queen's Park or District Offices.

LABOUR, SPECIAL STUDIES & SERVICES BR. Health Studies Services (965-6375) conducts occupational health studies and provides consultative services on the effects of occupational and environmental exposure to hazardous agents or materials on human health. Safety Studies Service (965-6111) conducts studies in occupational **safety** and maintains contact with organizations involved in accident prevention. Radiation Protection Services (965-8178) directs a program to protect employees and the public from harmful effects of radiation including industrial X-Rays, radioactive materials, microwaves, lasers. Radiation Protection Laboratory (965-2201) analyzes radioactive materials. Develops monitoring techniques and equipment for identification of radioactive sources. The Branch also deals with contingencies related to nuclear power generating stations and heavy water plants.

416-965-5533

LABOUR, STANDARDS & PROGRAMS BR coordinates: gathering of information about and analysis of specific occupational health & **safety** hazards; providing detailed action plans & programs to control hazards in industry, e.g. construction industry, mining, logging industry. Assists operating branches in developing operation procedures; coordinates short & long range objectives, evaluation mechanisms; maintains occupational health statistics, e.g. injuries, illnesses. Coordinates development & distribution of standards information & guidelines. Provides information on occupational health and **safety** (outside Metro call Zenith 5-9500) and liaises with related public and private sector advisory services. Advisory Service Section (965-8710) provides policy and administrative support for Provincial Lottery Fund Awards Committees on grants for occupational health research. Write to: Standards & Programs Br, Min. of Labour, 400 University Ave., 9th Flr., Toronto M7A 1T7.

416-592-5111

ONTARIO HYDRO supplies electrical energy to the people of Ontario indirectly through 352 associated municipal utilities, and directly to more than 790,000 rural customers. The Ontario Hydro Electrical Inspection Program (Tel. 592-3721) provides technical guidance to consultants, contractors, architects, manufacturers and customers on problems concerning installation of electrical equipment and adherence to the Electrical **Safety** Code Book. Its Rural Electrical Service and Billing Inquiry Program (Tel. 592-3731) answers inquiries on

service policy and practices from rural clientele. Ontario Hydro reports to the Legislature through the Minister of Energy.

416-965-4871

SOL GEN, OFFICE OF THE FIRE MARSHAL assists municipalities in establishing municipal fire departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major fire problems; supports fire codes and statutes committees (965-4851). Investigates causes of incendiary, large loss & fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public **safety** programs; publishes fire loss statistics and technical, legal, instructional and fire prevention literature (965-4871). Films are available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

416-965-4474

SOL GEN, OPP, COMMUNITY SERVICES BR administers **safety** and crime prevention programs and complaints system. Provides public relations and information service for the Ontario Provincial Police force. To contact Complaints Bureau, call 965-0282.

416-248-3548

TR & COMM, PROGRAM DEVELOPMENT BR determines regulatory program needs of drivers and private and commercial vehicles by conducting an annual evaluation of their performance. Develops new programs and strategies to meet Ontario's social, economic, environmental and technological needs. Establishes standards for drivers and vehicles. Manages the vehicle equipment approval program and investigates accidents in which condition of vehicles may have been contributory factor. Develops and modifies procedures for **safety** standards enforcement. Prepares drafts for proposed legislation and regulations.

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing **safety** in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school **safety** materials and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & COMM regional or district offices.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Commercial Vehicles Operations & Safety Program studies: stability of vehicles, braking and handling including effects of mechanical and structural condition as related to operational performance and **safety,** impact of new vehicle standards and provincial highway regulations on **safety,** driver characteristics and commercial vehicles accidents data and statistics.

416-248-7191

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves **safety** and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics, i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and highways and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving, i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highways lighting design, implication of energy future, etc.

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. Anyone whose interests are affected may appeal a WCB decision made under the Act. The Board is entirely financed by employer assessments, which also underwrite the **safety** education programs provided by nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre is in Downsview. The Board maintains two information offices in Toronto and area offices in 12 other Ontario cities. The WCB reports to the Legislature through the Minister of Labour. Contact Head Office or local offices.

SAFETY STANDARD CERTIFICATES

416-248-7154

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices located throughout Ontario, provides driver examination, vehicle inspection and highway carrier enforcement programs. Driver examination program tests for classified drivers of motor vehicles including motorcycles, driver education instructors and issues driver's licence. Vehicle inspection involves commercial motor vehicles, auditing of school bus inspections, **safety standard certificates,** and the operation of portable and permanent inspection lanes. Highway carrier officers inspect commercial motor vehicles for compliance with the law on oversize and overweight vehicles. Oversize/overweight permits are issued in districts on an annual, project and special trip basis. Contact district office; in Metro Toronto call Central Region, 248-7163; for inspection lanes, 248-3409.

SAINTE MARIE AMONG THE HURONS

705-526-7838

CULT & REC, HURONIA HISTORICAL PARKS. The Ministry operates & maintains historic sites at Midland, **Sainte Marie among the Hurons** and at Penetanguishene, the Historic Naval & Military Establishments. Ste-Marie, once a 17th century French Jesuit mission, has been reconstructed on its original site. The Naval & Military Establishments is a restored & reconstructed 19th century British naval base & military garrison. Both are open to the public mid-May to Labour Day; Ste Marie is open until the Canadian Thanksgiving.

The historical attractions are operated to promote an appreciation of the native Indian, French & British heritage of the Huronia. Costumed staff demonstrate skills & crafts of the eras. A resource library, open to the public by appointment, provides information on sites planning & programming. Contact Huronia Historical Parks, P.O. Box 160, Midland, Ont. L4R 4K8 (705-526-7838).

SALARY

Salary, see Wages

SALES TAX

Sales Tax, see Retail Sales Tax.

SALESMEN

Salesmen, see Itinerant Sellers. See also product sold, e.g., real estate, insurance, securities.

SALMONELLOSIS

Salmonellosis, see Health Community Health Protection Br Veterinary.

SALTFLEET

Saltfleet, see Housing Project Planning Br, Housing Project Evaluation Br

SAND

416-965-1328

LABOUR, MINING HEALTH & SAFETY BR is responsible for the administration of the Mining Act and the succeeding legislation for mines, open pits, industrial quarries, **sand,** clay, shale, gravel pits and metallurgical operations. Periodically inspects these establishments; conducts air samples to ensure a safe working environment. Investigates fatalities and serious accidents. Consults with labour and management to increase their involvement in identifying and solving occupational health and safety hazards. Reviews and provides advice on pre-development plans of mining and metallurgical operations to check hazards before construction. Tests hoist cables and trains mine rescue personnel. Contact Queen's Park or District Offices.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to prospectors, registration and disposition of Crown mining lands and licensing of **sand** and gravel removals from Crown land. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls; carries out forfeiture process for patented mining lands.

SCHOLARSHIPS

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance (student awards) as loans, grants or bursaries to Ontario students studying at colleges and universities. Administers four plans based on financial need under the Ontario Student

Assistance Program: Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan and Ontario Special Bursary. The branch also awards fellowships or **scholarships** for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships; and has programs for students and teachers for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, and Summer Language Bursary program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-965-2624

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of certificates to elementary and secondary school teachers (965-2600), evaluation of teaching qualifications (965-6126), evaluation of foreign educational documents of landed immigrants for employment or study at the elementary and secondary school levels (965-1356), admission of teachers to Ministry summer courses (965-4487), secondary school diplomas and **scholarships** (965-7291), secondary school bursaries (965-2236), transcripts of student records (965-7291), transcripts of training courses for teachers (965-2600), and inspection of private schools (965-6802). The Branch also provides coordination, research and evaluation of management information gathered from school boards, schools, teachers and students (965-6802). Compiles, analyzes and disseminates statistics relating to all aspects of education (965-2660).

SCHOOL ATTENDANCE COUNSELLOR

School Attendance Counsellor, see Educ Supervision & Legislation Br Supervision.

SCHOOL BOARDS

416-965-6669

EDUC, EDUCATION DATA PROCESSING BR provides data processing services to the ministry and, through a cooperative remote job entry network, to a broad segment of the provincial educational community. Designs and maintains systems for the ministry, some boards of education and schools. Systems include: the Student Guidance Information Service which offers career and educational planning information to students, the Student Scheduling System to test the viability of class scheduling timetables, the Personnel Payroll Administration System for **school boards,** and statistical and administrative systems for the ministry.

416-965-3155

EDUC, LANGUAGES OF INSTRUCTION COMMISSION of Ontario was established to help resolve disputes between **school boards** and parents over the provision of education programs in the language of a minority group, French or English as the case may be.

416-965-2667

EDUC, PROFESSIONAL DEVELOPMENT BR administers summer courses for teachers (965-2664) and coordinates teachers' winter courses which are sponsored by local **school boards** and approved by regional offices (965-2450). Arranges exchanges for teachers and school board personnel within Ontario and across Canada, (965-9667). Administers examination of supervisory officers after completion of pre-service and in-service training (965-9672). Provides financial assistance for French language professional development

activities for teachers (965-9667). Provides staff training and development to ensure improvement and advancement of Ministry personnel (965-2680).

416-965-5606

EDUC, REGIONAL SERVICES inform school systems about Ministry programs and policies on education and ensure that these policies are carried out. Inform the Ministry about activities and issues in school systems; make recommendations for action and policy formulation. Assist **school boards** to develop means of evaluating their programs; offer program administration support to those boards whose size precludes an administrative structure. Maintain liaison with the public, universities, faculties of education, other ministries and related bodies. Administer programs and policies delegated to regional directors. There are six Regional Offices in Ontario.

416-965-9665

EDUC, RESEARCH & EVALUATION BR disseminates education research results to **school boards** and to the public. May provide grants for education research proposed by qualified researchers in Ontario educational organizations (965-3141). Publishes research findings on Ministry research contracts and grants through the Ontario Government Bookstore. Develops and coordinates educational evaluation systems.

416-965-5624

EDUC, SCHOOL BUSINESS & FINANCE BR sets standards for, advises on, and supervises audits of financial documents of **school boards.** Determines how provincial grants to local boards will be distributed. Provides architectural advice to all boards and to ministry on building needs, for construction of elementary and secondary schools. Conducts research in energy conservation in schools.

416-965-2663

EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional students outside the normal school structure in schools for the blind and deaf, in developmental centres schools for the retarded, developmentally handicapped and emotionally disturbed, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the deaf. **School boards** may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and guidelines to **school boards** for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students.

416-965-2060

EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing legal services to the Ministry of Education, provides information and advice to **school boards,** municipalities, teachers and the public about education statutes (e.g. provision of French language education) that affect their rights, duties and responsibilities.

416-922-7679

EDUCATION RELATIONS COMMSSION (ERC) was established in 1975 to administer negotiation procedures for teachers and **school boards.** Assists in negotiations, supervises

teachers' votes and advises the Lieutenant Governor in Council when a strike or a lockout is jeopardizing the students' education.

416-965-0204
LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the **School Boards** and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

SCHOOL BUS

School Bus, see Tr & Comm Drivers & Vehicle Regional Operations

SCHOOL TWINNING

416-965-5620
EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and teachers (965-5635) and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989), Ontario Young Travellers (965-5605), **School Twinning** Programs, e.g. Project Canada, Project School-to-School, Teacher Exchange Programs (965-5996). Administers the Second-Language Monitor Program which encourages bilingual university students to act as teaching monitors to teachers of French or English as a second language (965-5996). Operates the Ontario Student Leadership Centre which accepts secondary school students for leadership training courses (965-5989). The Student Guidance Information Service (965-9676) provides computerized career and institutional information to schools. The branch prepares guidance documents and Ontario Student Record material.

SCHOOLS

416-965-6161
COLL UNIV, COLLEGE AFFAIRS BR is responsible for delivery of the ministry's institutional training programs. Coordinates and administers the development of post-secondary and adult education through Colleges of Applied Arts and Technology (CAATs), often called community colleges. Colleges work closely with Canada Employment Centres for occupational training of adults. For information about courses, contact local colleges. The branch is also responsible for registration, regulation, inspection and control of private vocational schools (965-9127), and for Regional **Schools** For Nursing Assistants (965-4051).

416-965-2190
EDUC, COUNCIL ON FRENCH LANGUAGE SCHOOLS ensures the continuing development of education for French speaking students in Ontario. The Council advises the Minister of Education and his Deputy on all matters pertaining to French language **schools.**

416-965-5982

EDUC, CURRICULUM BR produces curriculum guidelines, resource material and circulars for use in Ontario from Kindergarten to Grade 13 and annotated lists of Canadian materials for use with above guidelines. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Administers the Book Purchase Plan which provides copies of newly approved textbooks to **schools.** Implements metrication in primary and secondary **schools.** Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of **schools.** Supports elementary and secondary school broadcasts and related services through the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

416-965-2624

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of certificates to elementary and secondary school teachers (965-2600), evaluation of teaching qualifications (965-6126), evaluation of foreign educational documents of landed immigrants for employment or study at the elementary and secondary school levels (965-1356), admission of teachers to Ministry summer courses (965-4487), secondary school diplomas and scholarships (965-7291), secondary school bursaries (965-2236), transcripts of student records (965-7291), transcripts of training courses for teachers (965-2600), and inspection of private schools (965-6802). The Branch also provides coordination, research and evaluation of management information gathered from school boards, **schools,** teachers and students (965-6802). Compiles, analyzes and disseminates statistics relating to all aspects of education (965-2660).

416-965-5624

EDUC, SCHOOL BUSINESS & FINANCE BR sets standards for, advises on, and supervises audits of financial documents of school boards. Determines how provincial grants to local boards will be distributed. Provides architectural advice to all boards and to ministry on building needs, for construction of elementary and secondary **schools.** Conducts research in energy conservation in **schools.**

416-965-2663

EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional students outside the normal school structure in **schools** for the blind and deaf, in developmental centres schools for the retarded, developmentally handicapped and emotionally disturbed, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the deaf. School boards may use resources of **schools** re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students.

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School, Teacher Exchange Programs (965-5996). Administers the Second-Language Monitor Program which encourages bilingual university students to act as teaching monitors to teachers of French or English as a second language (965-5996). Operates the Ontario Student Leadership Centre which accepts secondary school students for leadership training courses (965-5989). The Student Guidance Information Service (965-9676) provides computerized career and institutional information to **schools.** The branch prepares guidance documents and Ontario Student Record material.

416-965-2228

EDUC, SUPERVISION & LEGISLATION BR, SUPERVISION Section serves as a main channel of communication between the Ministry and **schools** (e.g. private schools, correctional and National Defence Schools), organizations of teachers, principals, trustees and school officials. Advises them on all aspects of school administration. The office of the Provincial School Attendance Counsellor is located at this branch.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial **Schools** Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices throughout Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of supporters for **schools** and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

SCHOOLS OF ANATOMY

Schools of Anatomy, see Sol Gen Chief Coroner's Office

SCREENWRITERS

Screenwriters, see Ontario Arts Council

SCROLLS

416-965-5733

GOVT SERV, PROTOCOL SERVICES SCROLLS Section prepares congratulatory **scrolls** for Ontario citizens on the request of their Member of Provincial Parliament, to

acknowledge 90th and succeeding birthdays, 50th and succeeding wedding anniversaries, or other significant accomplishments of individuals, municipalities and other organizations. See also Govt Serv Protocol Services Protocol Section, also Recording Office.

SEARCH AND RESCUE

705-942-1800

NAT RES, AVIATION & FIRE MANAGEMENT CENTRE in Sault Ste. Marie operates a fleet of aircraft for forest fire detection and suppression, resources management, aerial surveys, aerial photographs, mercy flights, **search and rescue** missions and transportation. Organizes fire control planning and warden systems. Conducts forest fire control operations. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control.

SEAT BELT

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials and **seat belt** posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & COMM regional or district offices.

416-248-7191

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics, i.e., effectiveness of **seat belt** legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and highways and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving, i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highways lighting design, implication of energy future, etc.

SECRETARIAT FOR JUSTICE

416-965-2830

SECRETARIAT FOR JUSTICE provides analytical research support to assist the Cabinet Committee for the Justice Policy Field in coordinating and developing policy. The Justice Committee of Cabinet comprises the Attorney General, the Minister of Consumer & Commercial Relations, the Minister of Correctional Services and the Solicitor General. The Chairman is the Provincial Secretary for Justice.

SECRETARIAT FOR RESOURCES DEVELOPMENT

416-965-3845

SECRETARIAT FOR RESOURCES DEVELOPMENT provides analytical research support to assist the Cabinet Committee for the Resources Development policy field in coordinating and developing policy. The Resources Committee of Cabinet comprises the Minister of Agriculture & Food, Minister of Energy, Minister of the Environment, Minister of Housing, Minister of Industry & Tourism, Minister of Labour, Minister of Natural Resources, Minister of Northern Affairs and Minister of Transportation & Communications. The Provincial Secretary for Resources Development is responsible for science policy in addition to coordinating the implementation of further development of land use policies.

SECRETARIAT FOR SOCIAL DEVELOPMENT

416-965-5190

SECRETARIAT FOR SOCIAL DEVELOPMENT provides analytical and research support to assist the Provincial Secretary for Social Development and the Cabinet Committee on Social Development in the coordination and development of policy. The Social Development Committee of Cabinet comprises the Minister of Colleges & Universities, Minister of Community and Social Services, Minister of Culture & Recreation, Minister of Education and Minister of Health.

SECURITIES

Securities, see also Debentures

416-963-0389

CCR, COMPANIES SERVICES BR RECORDS Section deals with searches of corporations, files, certificates of corporation status and registration of corporation **securities** such as mortgages, bonds, debentures (963-0390). Can provide copies of documents (e.g. articles of incorporation, annual returns) of limited companies in Ontario.

416-963-0223

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (963-0259). Processes mining and other prospectus offerings of **securities** as well as applications for transfer or release of **securities** from escrow (963-0239). Investigates complaints about brokers and salesmen and about actions by companies affecting the value of **securities** (963-0242). Handles registration of **securities** dealers, salesmen, underwriters and advisers (963-0228). Also registers Venture Investment Corporations under the Venture Investment Corporations Act to provide incentives to investment companies which financially assist small business (963-0259).

416-965-2914

TE & IA, FINANCE MANAGEMENT BR provides management and direction to the Province's requirements in the areas of cash management, debt management, finance structure and policy. Specifically, the Branch controls and manages the government's cash flows to ensure that obligations are met without default and that surplus funds are invested; issues and retires Province of Ontario debt **securities** (debentures) and treasury bills. Provides direction to government debt management requirements and coordinates overall debt policy regarding public and non-public financing of the Province, Ontario Hydro and all boards, commissions and agencies utilizing provincial guarantee. Provides research, policy

recommendations and policy implementation in public finance to ensure sound strategy and to preserve Ontario's credit worthiness.

416-965-6691

TE & IA, **SECURITIES** BR acts as registrar and transfer agent of the Provincial public debt issues, both domestic and foreign. Is responsible for the prompt payment of interest on public debt; supplies investors with information on transfer requirements; arranges for complete service of debentures from issue to maturity. Also provides support for the programs of the Finance Management Branch in the investments of the Province and holds in safekeeping **securities** deposited with the Province by the public in accordance with the regulations of provincial legislation.

SECURITY AGREEMENT

Security Agreement, see CCR Personal Property Registration Br.

SECURITY GUARDS

416-965-5814

SOL GEN, OPP, REGISTRAR OF PRIVATE INVESTIGATORS & Security Guards investigates and approves the licensing of agencies that provide the services of private investigators and **security guards.** Licenses agency employees to act as private investigators or **security guards.**

416-965-8111

SOL GEN, OPP, SECURITY BR provides police security for top government officials and for important visitors to Ontario. Provides a uniformed **security guards** service which performs physical security duties and maintains public order in Ontario Government buildings. Contact Queen's Park Main Office Operations, 965-2549. Provides protection from subversive elements in maintenance of public order. Has expertise on all aspects of physical security.

SELECT COMMITTEES

Select and Standing Committees, see Legislative Assembly Clerk's Office

SENIOR CITIZENS

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private charitable organizations, develops policy on and subsidizes Homes For The Aged, residential care, extended care, foster or satellite homes and social services for **senior citizens.** Subsidy is in the form of capital and operating grants. Assists in community outreach programs and alternatives to institutional care projects, e.g. meals-on-wheels, day care, vacation care. Other programs include: capital and operating grants for Elderly Persons Centres and senior volunteers. Cooperates with other ministries and groups in retirement planning. Conducts Long-Term Study on Aging (965-5103). Provides grants for research on aging and related facilities including the J. W. Crane Memorial Library of Geriatrics and Gerontology (367-8867). Contact district office.

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General Welfare Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for **senior citizens)** and GAINS-D (income supplement for the blind and disabled), Family Benefits (financial allowances for single mothers, permanently unemployable fathers, foster children, etc.).

416-978-3690

CULT & REC, ROYAL ONTARIO MUSEUM, incorporating the Canadiana collections (978-6738) at 14 Queen's Park Crescent West and the McLaughlin Planetarium (978-8558), is the largest of Canada's public museums and a major research institution with excellent collections in 20 different departments. These include the arts, archaeology and the sciences (e.g. botany, geology, entomology, ornithology). The departments identify objects and specimens related to their fields such as birds, insects, works of art, artifacts, etc. for information only, not for financial ends. Write or call for appointment. The museum is also involved in travelling exhibitions, museumobiles, lecture series, **Senior Citizens** Club, and Saturday Morning Club for children and has a library of films. The ROM is located at 100 Queen's Park Cres. in Toronto.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on recreation to advise those who provide professional preparation at colleges and universities; to train teachers within the school system and recreationists of municipalities; and to administer grants in aid of research. Professional upgrading is promoted through a new professional development model. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL) (965-7505). Special Interests Section (965-5665) serves those offering recreation service to specialized clientele such as children, youth, the handicapped, **senior citizens** and women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-482-1111

HEALTH, ENROLMENT BRANCH enrolls all persons eligible for the Ontario Health Insurance Plan (OHIP); maintains records and answers all questions regarding enrolment and insured status. Immigrants receive health insurance coverage from date of application provided they apply within 90 days of landing in Ontario. Reviews eligibility for insured services. Administers program relating to : OHIP Premium assistance based on taxable income and OHIP premium assistance based on age. **Senior citizens** 65 years of age or over who have resided in Ontario for the 12 months preceding application are eligible. Also provides service to employers in administration of their insured groups. Contact district offices (in Toronto, 482-1111).

416-965-5884

HEALTH, HEALTH PROMOTION BR NUTRITION Consultants provide consultation to health agencies on nutrition, food budgeting, meal planning, obesity control, dental and prenatal care and care for **senior citizens.** See also other sections in Health Health Promotion Br described separately.

416-965-8177

HEALTH, HEALTH PROMOTION BR THE ELDERLY. Consultant for the elderly advises health agencies on preventive health care for the older adult or **senior citizens** in the community. See also other sections in Health Health Promotion Br described separately.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT, administered by the Drugs & Therapeutics Br, provides prescribed drugs free to **senior citizens** (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months & are Canadian citizens or landed immigrants; to recipients of Family Benefits (FBA), General Welfare (GWA) and vocational rehabilitation assistance, Homes for Special Care & Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to drug benefit. Federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms available at most pharmacies or write: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly cards. Drugs must be listed in the Drug Benefit Formulary (for quality & cost control), prescribed by a doctor or a dentist & obtained in Ontario.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (A). The division is involved with the delivery of assisted rental housing for families and **senior citizens** through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). The Senior Citizen & Family Accommodation Program provides for construction of Family and Senior Citizen Units where requested by municipalities in accordance with need. Rural & Native Housing Program provides mortgage geared-to-income housing mostly to native peoples in rural and remote areas. Community Sponsored Housing Program encourages community groups and municipalities to form non-profit housing corporations (cooperatives) to build and operate low-cost rental housing for low and moderate income persons. Provincial funds complement federal assistance. A sliding-scale rent-reduction grant is available to organizations whose units are rented to those who qualify for rent supplement. See also Housing, Community Housing Division (B) for information on other programs.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (B). The division is involved with the delivery of assisted rental housing for families and **senior citizens** through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). Under the Rent Supplement Program private landlord offers up to 25% of units to house tenants selected from Ontario Housing Corporation (OHC) waiting lists. Tenant pays rent-geared-to-income, OHC pays subsidy to landlord. Under the Private Assisted Rental Program, private landlord designs, constructs, owns and operates the project. Landlord makes available for a minimum of 15 years up to 100% of the units for rental to applicants from OHC waiting lists. Tenant pays rent-geared-to-income. Applicants in Metro Toronto contact Housing Registry, 965-9915. Elsewhere contact local OHC office or Housing Authority. See also Housing, Community Housing Division (A) for information on other programs.

416-965-9724

HOUSING, OHC, COMMUNITY RELATIONS SECTION of the Operational Planning Branch acts as a resource to community relations workers in the field to assist with social

problems as well as recreation for families and **senior citizens** in Ontario Housing Corporation (OHC) accommodation. Also works to help residents integrate into the community.

416-965-9868

HOUSING, OHC TENANT PLACEMENT accepts and processes applications for rent-geared-to-income housing within Metropolitan Toronto. Tenant applications accepted in person or by mail addressed to Housing Registry, Ontario Housing Corporation, 101 Bloor St. W., Toronto (965-9915). Applicants must have 12 months continuous residency within Metro Toronto in the past 5 years. Rent-geared-to-income program provides accommodation for families but will consider **senior citizens** and persons with permanent physical disability. Housing is offered to families in greatest need when vacancies occur.

416-965-7711

IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto including exhibition pavilions, band shell, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat tours, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, shows films for conventions and other groups of residents or tourists. Open daily May 20 to Sept. 4 (weekends only Sept. 9 to Oct. 9). All major attractions are free with admission. No admission charge for Ontario **senior citizens.** Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

416-965-2324

ONTARIO ADVISORY COUNCIL ON SENIOR CITIZENS consists of eighteen appointed members (by Order in Council) who are regionally representative of major areas in Ontario. Members have both professional and voluntary backgrounds in the field of aging. Council's role is to advise government on ways to improve the quality of life of **senior citizens.** General meetings of all council members are held monthly. The Council reports to the Provincial Secretary for Social Development. The Council produces a quarterly newsletter: 'Especially for Seniors', which is sent to Ontario **senior citizens** who receive a government pension.

416-965-8470

REVENUE, GUARANTEED ANNUAL INCOME SYSTEM (GAINS-A) Program was introduced in July, 1974 to provide a basic income for qualifying residents age 65 and over. A multilingual information service on the GAINS-A program for **senior citizens** can be reached by calling 965-8470 in Metro Toronto. Outside Metro Toronto dial direct (toll-free) 1-800-268-7121 except residents in area code 807 who should ask Operator for Zenith 8-2000 (toll-free).

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-

3500), & through municipalities interest-free tax credits to elderly **(senior citizens)** homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

SENIOR VOLUNTEERS

416-965-7695

COMM SOC, SENIOR CITIZENS BR and Office on Aging, in cooperation with municipalities, public and private charitable organizations, develops policy on and subsidizes Homes For The Aged, residential care, extended care, foster or satellite homes and social services for senior citizens. Subsidy is in the form of capital and operating grants. Assists in community outreach programs and alternatives to institutional care projects, e.g. meals-on-wheels, day care, vacation care. Other programs include: capital and operating grants for Elderly Persons Centres and **senior volunteers.** Cooperates with other ministries and groups in retirement planning. Conducts Long-Term Study on Aging (965-5103). Provides grants for research on aging and related facilities including the J. W. Crane Memorial Library of Geriatrics and Gerontology (367-8867). Contact district office.

SEPTIC TANKS

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to municipalities for sewage and water works, and for the collection of derelict motor vehicles. Deals with regulations and standards for pollution control relating to **septic tanks,** derelict motor vehicles, litter, pop bottles, waste disposal sites, sewage sludge (especially in the Great Lakes), boating and ice huts. Also deals with the provision of safe drinking water. Contact regional office.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marinas, boating, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of **septic tanks,** contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

SERVICE CENTRES

Service Centres in highways, see Tr & Comm Supply & Services Br

SEVERANCE

Severance, see Land Severance

SEVERN CANAL

Severn Canal, see Nat Res Can-Ont Rideau-Trent-Severn Secretariat

SEWAGE

Sewage, see also Waste

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private **sewage** disposal, and of the Ministry of the Environment in the areas of water and **sewage,** waste disposal, air and noise pollution, in accordance with the Ontario Water Resources Act, 1970 and the Environmental Protection Act, 1971.

416-965-2531

ENV, ENVIRONMENTAL ASSESSMENT BOARD holds public hearings on the environmental impact of major development proposals under three statutes: The Ontario Water Resources Act, 1970 (OWRA), The Environmental Protection Act, 1971 (EPA); The Environmental Assessment Act, 1975 (EAA). Following hearings under the OWRA (municipalities wishing to establish or extend their **sewage** works into another municipality or territory) and the EPA (approval to establish or extend waste disposal sites), the Board submits recommendations to the ministry. Under the Environmental Assessment Act, 1975, after the assessment and the ministry's review thereof have been made public, any person can require by written notice a hearing by the Board. After hearings are held under the EAA, the Board renders a final decision which can only be varied or rescinded by the Minister with approval of the Lieutenant Governor in Council.

416-965-6971

ENV, POLLUTION CONTROL BR as a whole plans and develops policies, programs, standards, guidelines and legislation to control pollution; coordinates and conducts applied research in the areas of water supply, and **sewage** and wastewater treatment, and provides technical support and training in these areas. The Pollution Control Branch has several sections which are described separately. Contact regional office for specific questions.

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private **sewage,** water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to municipalities for **sewage** and water works, and for the collection of derelict motor vehicles. Deals with regulations and standards for pollution control relating to septic tanks, derelict motor vehicles, litter, pop bottles, waste disposal sites, **sewage** sludge (especially in the Great Lakes), boating and ice huts. Also deals with the provision of safe drinking water. Contact regional office.

416-965-1296

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. water supply, **sewage** and pollution control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public water and **sewage** service areas. Administers grants programs for certain **sewage** and water works to regional or

restructured municipalities, municipalities involved in area schemes, small municipalities with high costs, and to small communities for upgrading private systems.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and **sewage** works, waste disposal sites, marinas, boating, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

SHARED COST

Shared Cost, see Federal-Provincial, also Provincial-Municipal

SHELTERED WORKSHOPS

416-965-2376

COMM SOC, REHABILITATION BR provides assessment of physical, mental and emotional disability of handicapped adults, as well as vocational training, employment placement and financial assistance to people in counselling, rehabilitation and training programs. Provides necessary restorative services e.g. prosthetics. Capital and operating grants are available to approved **sheltered workshops.** May provide operating and debt retirement assistance (e.g. payment of mortgages) to half-way houses and group homes for physically handicapped, alcoholics, ex-offenders, emotionally handicapped and socially disadvantaged adults. Contact district office.

SHERIFFS

416-965-2816

ATT GEN, COURTS ADMINISTRATION PROGRAM manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, Small Claims, Surrogate Court and Supreme Court of Ontario offices, including direction to **sheriffs,** bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the peace, notaries public and commissioners of oaths or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

SHORELINE MANAGEMENT

Shoreline Management, see Nat Res Engineering Services Br.

SIGNS

Signs (Advertising) by Highways, see TR & COMM Operations Regional Operations

SILVICULTURE

416-965-2785

NAT RES, FOREST RESOURCES BR grows seedlings in provincial nurseries for the public and Crown reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to **silviculture.** Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests.

SIMCOE

416-965-2673

CULT & REC, **SIMCOE** MEMORIAL FOUNDATION is responsible for the upkeep of Wolford Chapel in Devon, England where Ontario's first Lieutenant Governor, John Graves **Simcoe** and his wife are buried. The Foundation is also engaged in projects to make better known Simcoe's life and works in Ontario through the educational system, public celebrations, speakers, awards of medallions and portraits, etc.

SKI

416-965-4111

CCR, ELEVATING DEVICES BR inspects and licenses elevating devices including elevators, escalators, dumbwaiters, moving walks, platform lifts and **ski** lifts. Reviews and approves designs of new installations and major alterations. Investigates accidents and complaints of unsafe conditions or improper use of elevating devices. Registers contractors involved in maintenance and monitors their performance.

416-965-5764

IND & TOUR, TOURISM MARKETING BR promotes tourism, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, exhibitions, attractions, facilities and tours. Provides up-to-date **ski** and road reports, campgrounds vacancy information and fall colour reports. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program and advertises Ontario to the consumer travel trade and conventions markets (965-9991).

SLAUGHTERING PLANTS

416-965-5841

AG & FOOD, VETERINARY SERV BR, MEAT INSPECTION SECTION issues licences to and inspects **slaughtering plants** except those registered under the Meat Inspection Act (Canada), and those engaged solely in slaughtering animals exempted by regulations under the Act.

SMALL BUSINESS

Small Business, see Business

SMALL CLAIMS

416-965-2816

ATT GEN, COURTS ADMINISTRATION PROGRAM manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, **Small Claims,** Surrogate Court and Supreme Court of Ontario offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the peace, notaries public and commissioners of oaths or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

416-965-5591

ATT GEN, REFEREE of the **SMALL CLAIMS** COURTS of the Judicial District of York assists people with counselling on debt problems, particularly with summonses and garnishments before and after judgment. Public must telephone for appointment and bring complete information regarding income, expenses, debts and creditors. The **Small Claims** Court Referee's mailing address is: 425 University Ave., Rm. 201, Toronto M5G 1T6. This office also acts as **Small Claims** Referee in the Judicial District of Durham. Appointments (for evening interviews only) should be made with the Clerk of the First Small Claims Court, 501 Brock St. South, Whitby L1N 4K8, tel. 416-668-3624.

ATT. GEN, **SMALL CLAIMS** COURTS, the lowest level of trial courts in Ontario, have jurisdiction to adjudicate civil disputes where the amount claimed does not exceed $1000. There are 129 **small claims** courts in Ontario; for location or phone numbers call Courts Administration Program, 965-7945 or consult government listing in local telephone directory.

SMOKING

416-965-4334

HEALTH, HEALTH PROMOTION BR HEALTH EDUCATION Consultants provide information on programs in accident prevention, **smoking** and health, physical fitness. See also other sections in Health Health Promotion Br described separately.

SNAKE

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses) such as rabies, salmonellosis, brucellosis, etc. Consultants advise Public Health Officers and physicians and project need for vaccine, serum and **snake** antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-4094

HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable disease by collecting data and keeping local Public Health

Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies vaccine and **snake** antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

416-965-5134

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographical maps including canoe routes. Publications on mining are also available (965-1348). For a description of administrative service functions, see first entry under Administrative Services. The branch also provides information on frog, turtle & **snake** identification.

SNOWMOBILE TRAILS

416-965-2745

NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, **snowmobile trails,** waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general information on parks contact 965-3081 and for park vacancy reports during the summer months call 967-0427 8:00 a.m. to midnight. Also contact district offices.

SNOWMOBILES

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and **snowmobiles.** Provides information service for the ministry including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & COMM regional or district offices.

416-965-7168

TR & COMM, VEHICLE LICENSING & CONTROL OFFICE, Licensing & Control Branch registers and issues licences for all motor vehicles, trailers and snow vehicles (e.g. **snowmobiles)** Licenses premises used for repairing motor vehicles (e.g. garages); licenses all for-hire truck operations under the Public Commercial Vehicles (PCV) Act and all bus and charter operations under the Public Vehicles (PV) Act (see Tr & Comm Highway Carrier Licensing Section). Although management and control of program is administered at Queen's Park, licensing is available throughout Ontario through agents at 300 locations. For questions on how to get licences for vehicles and garages contact local agent or Agents Issuing Section 965-1226, Queen's Park Licensing 965-2206, or Downsview Motor Vehicles Licensing 248-7171, Highway Carrier Licensing (PCV & PV) 248-7146. For information on ownership of vehicles see TR & COMM Vehicle Records & Information.

SOCIAL ASSISTANCE

Social Assistance, see Comm Soc Provincial Benefits Br and Comm Soc Social Assistance Review Board.

SOCIAL WORK

416-750-3366

CORR SERV, PROGRAM CONSULTATION & DEVELOPMENT DIV provides consultative services to programs of the Ministry. Consultants in psychiatry, dentistry, psychology, **social work** and chaplaincy are responsible for planning and supervision of services in these fields. Library Services Br (750-3481) provides library services to inmates under the Ministry's jurisdiction. Branches in this division are described separately in this index. See Corr Serv: Education Br, Food Services Br, Industrial Programs Br, Nursing Br, Recreation Br, Staff Training & Development Br and Volunteer Programs Br.

416-965-2161

HEALTH, COMMUNITY HEALTH, HOME CARE PROGRAM provides health services at the local level to insured Ontario residents in their home upon recommendation of a doctor. Services include nursing, physiotherapy, occupational therapy, medical and **social work,** drugs and medical supplies, meals-on-wheels, and homemaking. Contact Queen's Park or local Board of Health.

416-965-8045

HEALTH, CONSULTING SERVICES BR Consultants are experienced in their own fields of personal health care (i.e., health services provided by health practitioners to and for individuals who request them). Consultants provide the ministry with expertise and advice on the entire health care delivery system and increasingly in the area of health care planning. New objectives are to seek lower cost alternatives to present aspects of the system. Consultants represent general and specialty physicians, psychology, physiotherapy, occupational therapy, speech pathology and audiology, nursing and **social work.** They serve on Branch Committees and Planning Teams and on various Task Forces to help formulate Ministry policy. The Branch manages these programs: Adult Community Mental Health, Alcohol and Drug Abuse, Long Term Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) which attracts physicians to practise in rural and isolated communities.

SOFT DRINK CONTAINERS

Soft Drink Containers, see Env Pollution Control Br Municipal & Private Section

SOILS

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, **soils,** crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses, commentaries over various media, displays and tours. Also act as resource for the Four-H (4-H) and Junior Farmers programs which provide agricultural and leadership training as well

as social benefits for youth in rural areas. The branch is headquarters for the Junior Farmers' Association of Ontario. Contact AG REPS in county or district offices.

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of pesticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, **soils,** water, air and human tissues. Interprets significance of analytical results. Contact laboratory or ministries involved for research papers and reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-1081

AG & FOOD, **SOILS** AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and horticultural crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the Weed Control Act. Inquiries on household and urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

416-248-3987

TR & COMM, ENGINEERING MATERIALS OFFICE, Materials & Laboratory Services Section (248-3684) provides laboratory testing, technical evaluation and approval services related to **soils,** aggregates, asphalt, concrete, metals, and chemicals used in construction and maintenance of highways and structures. Quality Assurance Section (248-3688) provides specialized engineering service regarding use and performance of cement and asphalt concrete, and granular materials. Soil Mechanics Section (248-3282) carries out and records foundation investigations for structures. Pavement Design and Management Section (248-3255) provides pavement design guidelines and assesses the field performance of aggregates used in pavements and structures.

SOL GEN ADMINISTRATIVE SERVICES BR

416-965-7115

SOL GEN, ADMINISTRATIVE SERVICES BR provides the ministry with administrative services. For a description of functions, see first entry under Administrative Services.

SOL GEN CENTRE OF FORENSIC SCIENCES

416-965-2561

SOL GEN, CENTRE OF FORENSIC SCIENCES prepares legally admissable evidence for law enforcement officers, attorneys, coroners, etc. by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of breathalyzers and the training of operators (965-9507). Provides educational programs and materials for persons and agencies using forensic science services.

SOL GEN CHIEF CORONER'S OFFICE

416-965-6678

SOL GEN, CHIEF CORONER'S OFFICE. Coroners investigate sudden and violent deaths; warn the public re prevention of similar deaths; order autopsies for medical legal reasons; conduct inquests; sign certificates for cremation and for shipment of bodies out of Ontario;

complete medical certificates of death in coroners' cases. The Office administers the Human Tissue Gift Act (re: donation of bodies or parts of bodies for therapeutic purposes, medical education or scientific research). Adults may give consent by signing donor section of driver's licence or donor card available from Coroner's Office, orally during last illness in presence of at least two witnesses, or in writing. The Office inspects Schools of Anatomy in Ontario and supplies them with donated or unclaimed bodies. Contact Regional Coroner (York Region: 965-6678).

SOL GEN FINANCIAL SERVICES BR

416-965-4425

SOL GEN, FINANCIAL SERVICES BR supplies the Ministry with financial services. For a description of functions, see first entry under Accounting.

SOL GEN FORENSIC PATHOLOGY BR

416-965-1554

SOL GEN, FORENSIC PATHOLOGY BR assists in determining the cause of deaths in unusual circumstances and in unveiling concealed homicides through autopsies and biological and other techniques of forensic science. Supervises regional pathologists. Supports pathologists' and law enforcement officers' continuing education in legal medicine and investigations of sudden deaths.

SOL GEN INTERNAL AUDITOR

416-965-5020

SOL GEN, INTERNAL AUDITOR is responsible for the Ministry's internal audit function. For a description of activities, see first entry under Audit.

SOL GEN LEGAL SERVICES

416-965-3440

SOL GEN, LEGAL SERVICES provides legal services for the Ministry. For a description of functions, see first entry under Legal Services.

SOL GEN MINISTRY SECRETARIAT

416-965-2049

SOL GEN, MINISTRY SECRETARIAT provides staff support to the Minister and Deputy Minister in policy development, planning, budget preparation, communications and the application of modern management techniques. The information service function for the Ministry is performed by the Communications Policy Advisor (965-2048). See first entry under Information Service for a description of activities.

SOL GEN OFFICE OF THE FIRE MARSHAL

416-965-4871

SOL GEN, OFFICE OF THE FIRE MARSHAL assists municipalities in establishing municipal fire departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major fire problems; supports fire codes and statutes committees (965-4851). Investigates causes of incendiary, large loss & fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public safety programs; publishes fire loss statistics and technical, legal,

instructional and fire prevention literature (965-4871). Films are available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

SOL GEN ONT POLICE COMMISSION TECHNICAL SERVICES

416-965-3281

SOL GEN, ONT POLICE COMMISSION TECHNICAL SERVICES BR provides technological support and advice for all accredited police forces in Ontario. Program Development Section is involved in Computer Assisted Dispatch & Records Entry (CADRE), Canadian Police Information Centre (CPIC) network management, computer systems for police and digital communications technology. Communications Services assists in upgrading voice communications facilities for Integrated Radio Services Program (IRSP). Administers grants to police forces of municipalities for new radio systems under this program. Operational Support Services assists forces in operation of support systems such as Canadian Police Information Centre (CPIC).

SOL GEN ONTARIO POLICE ARBITRATION COMMISSION

416-965-3348

SOL GEN, ONTARIO POLICE ARBITRATION COMMISSION is responsible for monitoring and evaluating the effectiveness of the police arbitration system and making recommendations for its improvement.

SOL GEN ONTARIO POLICE COMMISSION

416-965-6071

SOL GEN, ONTARIO POLICE COMMISSION ensures adequate Ontario policing by organizing, training and encouraging use of modern technology and cooperation among police in all municipalities for efficient law enforcement. Advises on organization of police in regional governments. Coordinates police communications and info systems (CPIC - Canadian Police Information Centre). Analyzes and disseminates criminal intelligence information (CISO - Criminal Intelligence Service, Ont.). Ontario Police Commission trains all levels of police personnel at Ontario Police College, Aylmer, Ontario.

SOL GEN OPP ANTI-RACKETS BR

416-965-8117

SOL GEN, OPP, ANTI-RACKETS BR provides assistance to all police forces and government agencies in Ontario on investigations relating to white collar crime, frauds, rackets, schemes, counterfeiting and forgery. For general inquiries, contact 965-8117. For inquiries on counterfeiting call 965-1883.

SOL GEN OPP AUTO THEFT BR

416-965-8049

SOL GEN, OPP, AUTO THEFT BR provides assistance to all police forces on investigations of organized vehicle theft rings and the identification of suspect vehicles.

SOL GEN OPP AUXILIARY POLICE BR

416-965-4400

SOL GEN, OPP, AUXILIARY POLICE BR consists of volunteer auxiliary police who report to regular detachments and assist with regular police duties. Apply at local OPP detachment. Requirements to become a member of the OPP auxiliary are exactly the same as those of the regular force.

SOL GEN OPP CAREER MANAGEMENT BR

416-965-4468

SOL GEN, OPP, CAREER MANAGEMENT BR handles recruitment and retains competent uniformed staff for employment in the Ontario Provincial Police. Administers uniformed force management and staff development programs, force promotional process and performance review programs.

SOL GEN OPP CENTRAL RECORDS & COMMUNICATIONS BR

416-965-4456

SOL GEN, OPP, CENTRAL RECORDS & COMMUNICATIONS BR maintains a central police records centre, the Ontario Provincial Police (OPP) teletype network, and Canadian Police Information Centre (CPIC) computer terminals at OPP installations. The branch provides management information; also disseminates information to law enforcement agencies on criminal activities, suspended Ontario drivers, and vehicles registration.

SOL GEN OPP COMMUNITY SERVICES BR

416-965-4474

SOL GEN, OPP, COMMUNITY SERVICES BR administers safety and crime prevention programs and complaints system. Provides public relations and information service for the Ontario Provincial Police force. To contact Complaints Bureau, call 965-0282.

SOL GEN OPP CRIMINAL INVESTIGATION BR

416-965-8105

SOL GEN, OPP, CRIMINAL INVESTIGATION BR provides assistance to all police forces in Ontario, and to other Ontario Government Agencies, in the investigation of serious criminal activities.

SOL GEN OPP FIELD ADMINISTRATION BR

416-965-4890

SOL GEN, OPP, FIELD ADMINISTRATION BR provides administrative advice and assistance to the 17 OPP District Headquarters and OPP detachments. The branch is responsible for manpower deployment, administration of field budgets and detachment planning program in all OPP jurisdictions. Also coordinates the activities of the Helicopter Section.

SOL GEN OPP INDIAN & MUNICIPAL POLICING SERVICES

416-965-4308

SOL GEN, OPP, INDIAN & MUNICIPAL POLICING SERVICES BR is responsible for Indian reserve policing in the Province of Ontario. Programs include the appointments of special constables at the request of Indian Band Councils to police their particular reserves. The OPP administers the training, salary and equipment of the special constables through the provisions of the federal-provincial cost-sharing agreement. Municipal policing involves the drawing up of contracts with municipalities which have opted for policing by OPP rather than maintain their own force, and other related matters. Also provides flying patrols in the northwestern & eastern portions of the province. Police aircraft visit isolated Indian communities on a regular basis.

SOL GEN OPP INTELLIGENCE BR

416-965-8108

SOL GEN, OPP, INTELLIGENCE BR collects and disseminates police information relating to organized crime.

SOL GEN OPP MANPOWER ADMINISTRATION BR

416-965-8120

SOL GEN, OPP, MANPOWER ADMINISTRATION BR provides the Ontario Provincial Police with support service pertaining to qualitative and quantitative manpower needs. Administers: bilingual capabilities program, personnel files and personnel inventory system, civilian complement control.

SOL GEN OPP PLANNING AND RESEARCH BR

416-965-2542

SOL GEN, OPP, PLANNING AND RESEARCH BR provides consulting services to the Ontario Provincial Police (OPP) and other related ministry agencies. Develops policies, procedures and organizational methods, including Special Projects, Systems Development & Programming, Data Processing & Statistical Analysis.

SOL GEN OPP PROPERTIES BR

416-965-3931

SOL GEN, OPP, PROPERTIES BR provides coordinating services to all agencies within the Ministry for buildings, properties, leasing, parking and telephone requirements.

SOL GEN OPP QUARTERMASTER STORES BR

416-965-4485

SOL GEN, OPP, QUARTERMASTER STORES BR is responsible for stocking and distributing all items of uniform and equipment for Ontario Provincial Police, Ontario Government Protective Service, Indian policing and auxiliary police, stationery and office supply needs. Maintains a repository of weapons seized by police forces, which have been cleared for disposal.

SOL GEN OPP REGISTRAR OF FIREARMS

416-965-4488

SOL GEN, OPP, REGISTRAR OF FIREARMS approves issuing of permits to register and carry firearms in Ontario as outlined in the Criminal Code (Canada). An amendment to the Criminal Code has been passed and will be effective as of January, 1979 requiring a firearm acquisition certificate for the purchase of firearms. This office maintains a central registry of all Ontario's registered firearms.

SOL GEN OPP REGISTRAR OF PRIVATE INVESTIGATORS

416-965-5814

SOL GEN, OPP, REGISTRAR OF PRIVATE INVESTIGATORS & Security Guards investigates and approves the licensing of agencies that provide the services of private investigators and security guards. Licenses agency employees to act as private investigators or security guards.

SOL GEN OPP SECURITY BR

416-965-8111

SOL GEN, OPP, SECURITY BR provides police security for top government officials and for important visitors to Ontario. Provides a uniformed security guards service which performs physical security duties and maintains public order in Ontario Government buildings. Contact Queen's Park Main Office Operations, 965-2549. Provides protection from subversive elements in maintenance of public order. Has expertise on all aspects of physical security.

SOL GEN OPP SPECIAL INVESTIGATION BR

416-965-8114

SOL GEN, OPP, SPECIAL INVESTIGATION BR provides assistance to Crown attorneys and law enforcement agencies including Chiefs of Police and other government agencies which deal with liquor licensing, liquor laws infractions, gambling, and suppression of illegal drugs.

SOL GEN OPP STAFF RELATIONS BR

416-965-8406

SOL GEN, OPP, STAFF RELATIONS BR deals with Ontario Provincial Police staff and their family survivors. Provides services which include labour relations, counselling employees with medical and emotional problems, alcoholic rehabilitation. Liaises with the ministry regarding negotiations with Ontario Public Service Employees Union (OPSEU) and the application of the Public Service Act.

SOL GEN OPP TRAFFIC INVESTIGATION BR

416-965-5444

SOL GEN, OPP, TRAFFIC INVESTIGATION BR enforces vehicle traffic laws. Investigates complaints about all aspects of traffic and analyzes collisions of vehicles to determine how to make highways safer.

SOL GEN OPP TRAINING BR

416-965-5421

SOL GEN, OPP, TRAINING BR provides police training courses for force members at all levels including motorcycle, marine, search and rescue, canine training and diver training. Coordinates the attendance of members at training courses conducted by other agencies.

SOL GEN OPP TRANSPORT BR

416-965-4477

SOL GEN, OPP, TRANSPORT BR provides and maintains the mobile equipment to meet Ontario Provincial Police (OPP) transportation needs. Also provides office services, operational support and direction, and financial and personnel management support.

SOL GEN PERSONNEL SERVICES BR

416-965-6784

SOL GEN, PERSONNEL SERVICES BR performs the personnel functions for the ministry with the exception of OPP uniformed recruitment, uniformed staff development and staff relations with the Ontario Provincial Police Association (OPPA). The Personnel Branch may be reached at 965-8404 for the following services: civilian recruitment, classification (all), documentation (all), staff relations (civilian). For other functions contact 965-6784. For description of branch activities, see first entry under Personnel.

SOL GEN PLANNING & EVALUATION BR

416-965-5126

SOL GEN, PLANNING & EVALUATION BR provides overall Ministry coordination of strategic planning, evaluation and priority setting. Helps program managers establish objectives and priorities; develops measures of performance, effectiveness, costs, benefits and statistical techniques for operations. Develops and maintains the ministry Management By Results (MBR) System; evaluates performance by monitoring input and output through a Quarterly Performance Report and identifies productivity improvements by keeping abreast

of research and technological developments in other jurisdictions. Also encourages productivity studies on operations and represents the Ministry at meetings with other agencies and jurisdictions on statistics, metric conversion and other special projects.

SOL GEN RADAR WARNING DEVICES

416-965-3440

SOL GEN, RADAR WARNING DEVICES. An amendment to the Highway Traffic Act passed and effective Dec. 16, 1977, prohibits a person from driving a motor vehicle equipped with a radar warning device. The new legislation empowers a police officer to search any vehicle reasonably suspected of carrying a radar warning device and to seize any such device. Those convicted may be fined, and the device forfeited to the Crown. If faced with a legal problem or in order to get an authoritative interpretation of the law, refer to the Act or consult a lawyer. The Act is available from: Ontario Government Bookstore, 880 Bay St. Toronto (965-2054).

SOL GEN RETAIL BUSINESS HOLIDAYS ACT

416-922-5450

SOL GEN, RETAIL BUSINESS HOLIDAYS ACT came into force Jan. 1, 1976 to provide for common days of rest on which retailing is kept to a minimum and leisure time activity is encouraged. It requires Ontario retail business establishments to close each Sunday, New Year's Day, Good Friday, Victoria Day, Dominion Day, Labour Day, Thanksgiving Day, Christmas Day & Boxing Day. Certain business establishments are exempt. Some remain open: if they meet requirements as to floor space & number of people serving the public, depending on type of goods & services sold, on a Sunday if they are closed Saturday. A Municipal Council may exempt an establishment from closing where it is essential to the tourist industry in its jurisdiction. The law is enforced by the police. If faced with a legal problem or in order to get an authoritative interpretation of the law, refer to the Act or consult a lawyer. The Act is available from: Ontario Government Bookstore, 880 Bay St., Toronto (965-2054).

SOLAR ENERGY

Solar Energy, see Energy The Ministry Of Energy.

SOLE PROPRIETORSHIPS

Sole Proprietorships, see Proprietorships

SOLICITOR GENERAL

Solicitor General, Ministry of, see SOL GEN Branch Name

SOLID WASTE

Solid Waste, see Waste

SPEAKER'S OFFICE

416-965-2331

LEGISLATIVE ASSEMBLY, **SPEAKER'S OFFICE.** The Speaker of the Assembly is its Chief Presiding Officer and is responsible for both policy and operations. The Speaker is also Chairman of the Board of Internal Economy that governs financial affairs of the Assembly including review of estimates. The office includes the Sergeant-at-Arms of the Assembly as well as the pages employed during sessions and provides information on the schedule of

sittings and sessions of the Legislature. Other offices reporting to the Assembly through the Speaker include those of the Provincial Auditor, Ombudsman, Election Office, Commission on Election Contributions and Expenses.

SPECIAL EVENTS

Special Events in Queen's Park, see Govt Serv Management Planning Br.

SPECIAL OCCASION PERMITS

416-965-4654

CCR, LIQUOR LICENCE BOARD OF ONTARIO (LLBO) issues, renews, transfers, suspends and revokes liquor licences for on-premise sale and consumption of alcohol, including **special occasion permits.** The Liquor Licence Board also regulates advertising for and inspects all licensed establishments. Age of Majority Cards are available on a voluntary basis to Ontario residents over 18. Application forms may be obtained from liquor stores and brewers retail outlets. For information on obtaining liquor licences call 965-4691; Age of Majority Cards, 965-4694; **special occasion permits,** 965-4675; advertising, 965-3450; inspections, 965-4666.

SPEECH PATHOLOGY

416-965-8045

HEALTH, CONSULTING SERVICES BR Consultants are experienced in their own fields of personal health care (i.e., health services provided by health practitioners to and for individuals who request them). Consultants provide the ministry with expertise and advice on the entire health care delivery system and increasingly in the area of health care planning. New objectives are to seek lower cost alternatives to present aspects of the system. Consultants represent general and specialty physicians, psychology, physiotherapy, occupational therapy, **speech pathology** and audiology, nursing and social work. They serve on Branch Committees and Planning Teams and on various Task Forces to help formulate Ministry policy. The Branch manages these programs: Adult Community Mental Health, Alcohol and Drug Abuse, Long Term Care, Emergency Health Services, Rehabilitation, and the Underserviced Area Program (965-1170) which attracts physicians to practise in rural and isolated communities.

SPEED LIMITS

416-248-3781

TR & COMM, MAINTENANCE BR, TRAFFIC ENGINEERING Office develops and implements policies, standards and procedures for traffic control devices such as traffic signs, signals, illumination, **speed limits,** etc. Develops improvements in traffic control techniques and devices and assists in municipal studies and improvements. Provides traffic data collection service for other branches of the ministry. Conducts Freeway Surveillance Program. Contact regional or district offices.

416-248-7191

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics, i.e., effectiveness of seat belt legislation and lowered **speed limits,** drinking and driving, driver

education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and highways and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving, i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highways lighting design, implication of energy future, etc.

SPILLS

416-965-3237

ENV, POLLUTION CONTROL BR CONTINGENCY PLANNING Section promotes organization and planning by industries, the municipalities and federal and provincial agencies to control and cope with pollution caused by emergency **spills** of contaminants.

SPIRITS

Spirits, see Liquor

SPORT ONTARIO

Sport Ontario (Ontario Sports Administration Centre), see Cult & Rec Sports Services Br.

SPORTS

416-965-5399

CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres (965-8433), **sports** facilities, arts facilities such as concert and exhibition halls, theatres, museums, heritage conservation projects, facilities for libraries and multicultural centres. Contact regional offices or main office.

416-965-4173

CULT & REC, OFFICE OF ATHLETICS COMMISSIONER regulates professional boxing and wrestling and amateur **sports** in Ontario. Licenses professional boxers and wrestlers.

416-965-0322

CULT & REC, ONTARIO SPORTS TRAINING CENTRE Technical Unit for Recreation Facilities acts as a province-wide information centre in the areas of planning, design, construction and operation of **sports,** fitness and physical recreation facilities. The Unit performs a counselling service, information dissemination, organization and presentation of conferences, workshops and seminars, help in research problems and provides a reading room. Publications are available at the Ontario Government Bookstore. Among the 725 clients the Unit has counselled to date are club and community groups, government professionals, municipal recreation departments, design professionals and facility planners.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional organizations and the Ministry on **sports** and recreation. Leadership Section (965-7505) has consultants on recreation to advise those who provide professional preparation at colleges and universities; to train teachers within the school system and recreationists of municipalities; and to

administer grants in aid of research. Professional upgrading is promoted through a new professional development model. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL) (965-7505). Special Interests Section (965-5665) serves those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens and women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-6546

CULT & REC, SPORTS SERVICES BR encourages participation in **sports** for individual satisfaction and enjoyment. Promotes competition in multi-sports games (e.g. Regional & Provincial; Ontario Summer & Winter Games for the able bodied & disabled). Provides administrative, consultative services and grants to provincial sport governing bodies. The Ontario **Sports** Admin. Centre (964-8655), a private organization that provides accommodation and administrative services for these governing bodies, is funded by this Ministry. **Sports** Awards Program honors accomplishments of Ontario athletes and citizens in amateur sports. Coaching Development Program improves calibre of leadership available to amateur sport through coaches and officials. Ontario **Sports** Travelcade takes sports and fitness resources around Ontario to help raise level of expertise of athletes, coaches, etc. Ontario Elite Athlete Assistance Program provides limited financial assistance to selected amateur athletes for training and competition.

416-965-2390

CULT & REC, WINTARIO GRANTS Information Office is an information service for the Wintario Grants Program. Net profits from Wintario are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital **sports,** recreation, fitness, arts, heritage, libraries, multicultural and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

ST CLAIR PARKWAY COMMISSION

519-862-2291

NAT RES, ST CLAIR PARKWAY COMMISSION in Corunna is responsible for the establishment of a parkway along the St. Clair River from Point Edward on Lake Huron to Mitchell's Bay on Lake St. Clair. The **St Clair Parkway Commission** is a joint program of parks and recreation development by the Province of Ontario, County of Lambton, County of Kent, City of Chatham and the City of Sarnia.

ST LAWRENCE LOUNGE

St Lawrence Lounge performances, see Govt Serv Management Planning Br.

ST LAWRENCE PARKS COMMISSION

613-543-2951

NAT RES, **ST LAWRENCE PARKS COMMISSION,** Morrisburg, Ontario operates and maintains parks, campgrounds and historic sites, from the Ontario-Quebec border to 30 miles west of Kingston on Highway 33. Historic sites are Old Fort Henry at Kingston and Upper Canada Village east of Morrisburg. Other facilities include a Wildfowl Sanctuary, an 18 hole

golf course, a railroad museum, nature trails and Pioneer and Loyalist memorials. Winter recreation facilities include cross-country skiing, snowmobiling, tobogganing, snowshoeing. A maple sugar bush, skating and horse drawn sleigh rides operate at Upper Canada Village. A marina and riding stable are operated as concessions on Commission lands.

STANDING COMMITTEES

Standing and Select Committees, see Legislative Assembly Clerk's Office

STATIONARY ENGINEER

Stationary Engineer, see CCR Operating Engineers Br.

STATIONERY SERVICE

Stationery Service, see Govt Serv Printing Services Br.

STATISTICS

416-965-1064

AG & FOOD, ECONOMICS BR undertakes research into economic aspects of agriculture including production, marketing, land use planning, rural sociology, **statistics.**

416-965-2816

ATT GEN, COURTS ADMINISTRATION PROGRAM manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, Small Claims, Surrogate Court and Supreme Court of Ontario offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the peace, notaries public and commissioners of oaths or affidavits (965-2848). Maintains a management information system and **statistics** on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

416-965-1687

CCR, OFFICE OF THE REGISTRAR GENERAL registers and records Ontario births, deaths, marriages and still-births. It also records adoptions, divorces and name changes. **Statistics** relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled on application and payment of $3.00 each. For correction of errors in registrations, contact Amendments Section, 965-2260. Under the Marriage Act certificates of registration are issued to people authorized to perform marriages in Ontario. Contact Marriage Office, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR. Information Services Section performs duties described in first entry under Information Service, particularly as they relate to the Ontario Student Assistance Program (student awards), apprenticeship (manpower training), and post-secondary educational institutions such as universities, Ryerson Polytechnical Institute, Ontario College of Art, Colleges of Applied Arts and Technology, and registered private vocational schools. The Library Services Section (965-1451) runs a specialized library and provides reference services. The Data Systems Section (965-5477) maintains **statistics**

on enrolment of students in post-secondary educational institutions throughout the province and provides statistical data support for the ministry's planning, policy-making and administrative activities. The Review and Development Section (965-5477) provides the ministry with consulting services related to design, development and implementation of research projects.

416-965-5006

COMM SOC, CAPITAL & ADMINISTRATIVE SERVICES BR provides technical expertise and consultative services to municipalities and non-profit organizations that want to establish facilities for rehabilitation, residential and social services under various Acts administered by the ministry. Maintains **statistics** on existing facilities. Carries out inspection program for fire and other safety measures in all ministry institutions and those operated under the above Acts. Contact district offices. Also supplies the ministry with administrative services. For a description of functions see first entry under Administrative Services.

416-965-5095

COMM SOC, DAY NURSERIES BR provides consultative service to ministry district offices on day care such as provision of financial assistance to municipalities, approved corporations and Indian Band Councils for the establishment of day nurseries; licensing and supervision of such; special day care programs (native peoples, handicapped, Private Home Day Care, infants and school-age children, parent cooperatives, etc.). Maintains provincial **statistics** on day nurseries. Provides liaison with other branches and ministries regarding care and pre-school education of children. Consults with provincial associations and groups regarding development of programs, staffing and legislation. For questions re. financial assistance contact 965-2521. Contact district office.

416-965-2696

CULT & REC, PROVINCIAL LIBRARY SERVICES is responsible for assistance to public libraries throughout Ontario. Provides grants, by-laws and **statistics** and other information assistance. Maintains close liaison with associations related to library functions and develops library services on a province-wide basis. Publishes the Ontario Library Review and In Review: Canadian Books For Children.

416-965-2624

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of certificates to elementary and secondary school teachers (965-2600), evaluation of teaching qualifications (965-6126), evaluation of foreign educational documents of landed immigrants for employment or study at the elementary and secondary school levels (965-1356), admission of teachers to Ministry summer courses (965-4487), secondary school diplomas and scholarships (965-7291), secondary school bursaries (965-2236), transcripts of student records (965-7291), transcripts of training courses for teachers (965-2600), and inspection of private schools (965-6802). The Branch also provides coordination, research and evaluation of management information gathered from school boards, schools, teachers and students (965-6802). Compiles, analyzes and disseminates **statistics** relating to all aspects of education (965-2660).

416-965-8163

HEALTH, DATA DEVELOPMENT AND EVALUATION BR is responsible to all levels of the health care sector engaged in the planning and evaluation process for the identification, interpretation and provision of health and socio-economic information in areas such as health care utilization, monitoring of health care payment systems, regional distribution of health

care services, and health care **statistics** related to hospitals and other medical and health care institutions.

416-965-7119

IND & TOUR, INDUSTRY & TRADE ANALYSIS BR Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international trade and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides **statistics** and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request.

416-965-3475

IND & TOUR, TOURISM OPERATIONS BR advises tourism establishment owners and prospective entrepreneurs, municipal officials, chambers of commerce, local tourism groups and regional travel associations on planning, development and marketing of tourist facilities, attractions and events. Operates travel information centres with year-round travel counsellors at major border crossing points, and 30 summer travel centres located at secondary border crossings and along Highway 401. Issues licences to tourism establishments and takes complaints about them. Assists with the implementation of Ontario Travel Association Program (OTAP). Reference materials, publications, and **statistics** available. Contact Regional Office.

416-965-5533

LABOUR, STANDARDS & PROGRAMS BR coordinates: gathering of information about and analysis of specific occupational health & safety hazards; providing detailed action plans & programs to control hazards in industry, e.g. construction industry, mining, logging industry. Assists operating branches in developing operation procedures; coordinates short & long range objectives, evaluation mechanisms; maintains occupational health **statistics,** e.g. injuries, illnesses. Coordinates development & distribution of standards information & guidelines. Provides information on occupational health and safety (outside Metro call Zenith 5-9500) and liaises with related public and private sector advisory services. Advisory Service Section (965-8710) provides policy and administrative support for Provincial Lottery Fund Awards Committees on grants for occupational health research. Write to: Standards & Programs Br, Min. of Labour, 400 University Ave., 9th Flr., Toronto M7A 1T7.

416-965-1559

NAT RES, MINERAL RESOURCES BR develops and administers mineral resources policies. Maintains **statistics** on mineral economics (965-1016) and determines availability of fuel resources such as metals, industrial minerals and petroleum. Issues precious metals refinery licences. Administers the Pits & Quarries Control Act (965-3127), Petroleum Resources Act, Section 113 of the Mining Act. Petroleum Resources Section (965-1981) issues licences to lease property for the purpose of producing natural gas or oil or for geochemical and geophysical exploration. Issues permits to drill wells and to operate machinery.

416-965-2923

REVENUE, REVENUE RESEARCH BR prepares, for ministry use only, management information and **statistics** on tax administration. Undertakes special studies on tax research matters, Revenue Division planning, legislation control.

416-965-4871

SOL GEN, OFFICE OF THE FIRE MARSHAL assists municipalities in establishing municipal fire departments including training of personnel and conducting fire protection technology courses; develops fire prevention by-laws; prepares specifications for apparatus and equipment; conducts municipal fire protection surveys and fire department promotional examinations (965-4858). Approves plans for institutional and public buildings as well as hotels; administers Lightning Rods Act; consults with governments and architects on major fire problems; supports fire codes and statutes committees (965-4851). Investigates causes of incendiary, large loss & fatal fires, gaseous explosions; assists Crown attorneys and coroners (965-4861). Promotes public safety programs; publishes fire loss **statistics** and technical, legal, instructional and fire prevention literature (965-4871). Films are available. Advisory and investigation services are provided from Toronto and district offices. Contact local fire department for fire fighting and prevention.

416-965-7078

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with **statistics** and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most **statistics** re: population, business, households, labour force, migration, consumer prices. For general social and economic **statistics** including population, manufacturing, energy, call 965-7078; credit unions, registration of mortgages, health expenditure, call 965-3792; gross provincial product & economic accounts for Ontario, demographic and social **statistics,** estimates and projections, call 965-2217.

416-965-5273

TE & IA, FINANCIAL INFORMATION & ACCOUNTING POLICY BR manages Ontario's requirements in overall government accounting, control & consolidated public and internal financial reporting. Specifically, it: maintains records of all Consolidated Revenue Fund transactions; prepares reports for use by the Treasurer before the Legislature, the public and the financial community, e.g. Public Accounts, prospectuses of debentures; operates Central Financial Information Systems by analyzing & consolidating data on revenues, expenditures, budgets, forecasts & **statistics;** provides all ministries/agencies with direction on financial transactions to ensure quality and comprehension of accounting & financial management policies; coordinates interministry effort on 'in-house' systems to ensure compatibility with Central Financial Information systems; provides expertise on all accounting and financial matters as referred by Management Board and all ministries/agencies; provides liaison with banking community.

416-965-7143

TR & COMM, DRIVER LICENSING OFFICE, Licensing & Control Branch issues an appropriate driver's licence to all eligible applicants in Ontario, including learners permits, renewals, replacements and corrections of licences. Collects and refunds appropriate fees to drivers. Maintains **statistics** on collisions. For driver examination contact regional or district office; in Toronto call Central Region at 248-7163.

STATUTE

416-965-2841

ATT GEN, LEGISLATIVE COUNSEL SERVICES provides legislative advisory services to members of provincial parliament (MPP), government Ministers and Ministries. Drafts legislation (bills and regulations), prepares annual **statute** books and files and publishes regulations. For information on regulations, contact 965-2854.

STATUTORY HOLIDAYS

Statutory Holidays, see Labour Employment Standards Br.

STEAM

416-965-4188

CCR, OPERATING ENGINEERS BR promotes safety in the operation of power plants by examining, certifying and issuing licences to operators of **steam,** refrigeration, compressor and hoisting plants. Certification is based upon the potential operational hazard of the compressor or crane.

STIR

STIR (Students In Industrial Relations), see Labour Personnel Br

STORAGES

Storages (controlled atmosphere) for farm products, see Ag & Food Farm Products Inspection Br

STORE CLOSING

Store Closing, see Sol Gen Retail Business Holidays Act.

STORMS

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or **storms** (965-7499).

STREAMS

Streams, see Lakes

STRIKES

Strikes, see also Education Relations Commission, also College Relations Commission.

416-965-4104

LABOUR, CONCILIATION & MEDIATION SERVICES BR provides conciliation officers who help labour and employers to arrive at a settlement of disputes. Mediation officers are provided after the conciliation process if necessary. Also undertakes preventive mediation services during the term of an agreement. Parties in a labour dispute must use the government's conciliation services before resorting to **strikes** or lockouts.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair declarations of **strikes** and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of **strikes** and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

STUDENT AWARDS

416-965-5921

COLL UNIV, ACCOUNTS AND ADMIN SERVICES BR performs the accounting (965-9051) and administrative services (965-6426) functions for the ministry. Accounting includes processing and distribution of **student awards** and operating funds for post-secondary institutions, as calculated by the Student Awards and Institutional Accounting branches, respectively. For a description of accounting and administrative service functions, see first entries under Accounting and Administrative Services.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR. Information Services Section performs duties described in first entry under Information Service, particularly as they relate to the Ontario Student Assistance Program **(student awards),** apprenticeship (manpower training), and post-secondary educational institutions such as universities, Ryerson Polytechnical Institute, Ontario College of Art, Colleges of Applied Arts and Technology, and registered private vocational schools. The Library Services Section (965-1451) runs a specialized library and provides reference services. The Data Systems Section (965-5477) maintains statistics on enrolment of students in post-secondary educational institutions throughout the province and provides statistical data support for the ministry's planning, policy-making and administrative activities. The Review and Development Section (965-5477) provides the ministry with consulting services related to design, development and implementation of research projects.

416-965-3871

COLL UNIV, POLICY AND PLANNING COORDINATION provides the ministry with policy and interpretation for the Ontario Student Assistance Program; the Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan Plan, Ontario Special Bursary Plan, bilingual programs for **student awards.**

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance **(student awards)** as loans, grants or bursaries to Ontario students studying at colleges and universities. Administers four plans based on financial need under the Ontario Student Assistance Program: Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan and Ontario Special Bursary. The branch also awards fellowships or scholarships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships; and has programs for students and teachers for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, and Summer Language Bursary program. Students should apply through the **Student Awards** Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

STUDENT EXCHANGES

Student Exchanges, see Coll Univ Student Awards Br, also Civ Serv French Language Services Group, also Educ Student Activities & Special Projects.

STUDENT GUIDANCE

Student Guidance Information Service, see Educ Student Activities & Special Projects Br.

STUDENTS

416-965-6149

AG & FOOD, AGRICULTURAL MANPOWER SERVICES BR assists Ontario farmers with their manpower requirements by providing training programs and advisory services for farm workers and financial assistance for the construction of housing to accommodate seasonal workers. Also provides opportunities for **students** and young agriculturalists to broaden their knowledge by working on Ontario farms. The branch is a member of the Ontario Federal-Provincial Agricultural Manpower Committee.

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR. Information Services Section performs duties described in first entry under Information Service, particularly as they relate to the Ontario Student Assistance Program (student awards), apprenticeship (manpower training), and post-secondary educational institutions such as universities, Ryerson Polytechnical Institute, Ontario College of Art, Colleges of Applied Arts and Technology, and registered private vocational schools. The Library Services Section (965-1451) runs a specialized library and provides reference services. The Data Systems Section (965-5477) maintains statistics on enrolment of **students** in post-secondary educational institutions throughout the province and provides statistical data support for the ministry's planning, policy-making and administrative activities. The Review and Development Section (965-5477) provides the ministry with consulting services related to design, development and implementation of research projects.

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance (student awards) as loans, grants or bursaries to Ontario **students** studying at colleges and universities. Administers four plans based on financial need under the Ontario Student Assistance Program: Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan and Ontario Special Bursary. The branch also awards fellowships or scholar-

ships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships; and has programs for **students** and teachers for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, and Summer Language Bursary program. **Students** should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-750-3335

CORR SERV, PERSONNEL BR performs the personnel functions for the Ministry of Correctional Services. For a description of branch acitivites, see first entry under Personnel. Also operates summer employment programs for **students** based on experience and assigned-task projects for four month work periods in institutions.

416-965-2657

EDUC, CORRESPONDENCE EDUCATION BR provides Ontario residents with the opportunity to obtain or supplement elementary and secondary education through correspondence courses. All courses have the same credit values as those offered by an Ontario elementary, secondary or inspected private schools and certificates are given to **students** upon the successful completion of courses. The Branch also presents secondary school graduation and honour graduation diplomas to qualified **students.** For details about eligibility, courses and services of the branch call, write or visit Correspondence Education Branch, 909 Yonge St., Toronto M4W 3G2, or contact Ministry Regional Offices.

416-965-2190

EDUC, COUNCIL ON FRENCH LANGUAGE SCHOOLS ensures the continuing development of education for French speaking **students** in Ontario. The Council advises the Minister of Education and his Deputy on all matters pertaining to French language schools.

416-965-6669

EDUC, EDUCATION DATA PROCESSING BR provides data processing services to the ministry and, through a cooperative remote job entry network, to a broad segment of the provincial educational community. Designs and maintains systems for the ministry, some boards of education and schools. Systems include: the Student Guidance Information Service which offers career and educational planning information to **students,** the Student Scheduling System to test the viability of class scheduling timetables, the Personnel Payroll Administration System for school boards, and statistical and administrative systems for the ministry.

416-965-2624

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of certificates to elementary and secondary school teachers (965-2600), evaluation of teaching qualifications (965-6126), evaluation of foreign educational documents of landed immigrants for employment or study at the elementary and secondary school levels (965-1356), admission of teachers to Ministry summer courses (965-4487), secondary school diplomas and scholarships (965-7291), secondary school bursaries (965-2236), transcripts of student records (965-7291), transcripts of training courses for teachers (965-2600), and inspection of private schools (965-6802). The Branch also provides coordination, research and evaluation of management information gathered from school boards, schools, teachers and **students** (965-6802). Compiles, analyzes and disseminates statistics relating to all aspects of education (965-2660).

416-965-2663

EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional **students** outside the normal school structure in schools for the blind and deaf, in developmental centres schools for the retarded, developmentally handicapped and emotionally disturbed, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the deaf. School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional **students;** provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional **students.**

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of **students** and teachers (965-5635) and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989), Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Teacher Exchange Programs (965-5996). Administers the Second-Language Monitor Program which encourages bilingual university **students** to act as teaching monitors to teachers of French or English as a second language (965-5996). Operates the Ontario Student Leadership Centre which accepts secondary school **students** for leadership training courses (965-5989). The Student Guidance Information Service (965-9676) provides computerized career and institutional information to schools. The branch prepares guidance documents and Ontario Student Record material.

416-965-3405

IND & TOUR, SMALL BUSINESS OPERATIONS Div, through 15 regional offices in Ontario, provides information and liaison services to the industrial community. Consultative Services Branch within this Division consolidates the advisory and consulting services to small business. See Ind & Tour Consultative Services Br entries for grants and counselling programs. The Selective Placement Section provides professional and skilled manpower counselling and in cooperation with Canada Employment & Immigration, direct overseas recruitment assistance to Ontario employers. Contact Queen's Park Office in Toronto (965-5331). University Consulting Services administers grants to Business Schools at Ontario universities for employment of their **students** in providing consultant services to small business during the summer vacation. Contact Queen's Park (965-9380) or Ministry Regional Offices in Metro Toronto (491-7680), Ottawa, London, Windsor, Kitchener, Sudbury and Thunder Bay.

416-965-6121

LABOUR, PERSONNEL BR performs the personnel functions (see first entry under Personnel) for the Ministry of Labour. The Branch is also involved with the Ministry's summer employment program, **Students** in Industrial Relations (STIR). The Ministry hires senior university and community college **students** and places them with sponsoring organizations, i.e. companies, unions, law and consulting firms, to give them practical exposure in the industrial relations field.

416-965-3540

ONTARIO YOUTH SECRETARIAT researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government youth programs including youth employment, e.g. summer employment for **students.** It also provides an information service on government youth services. Inquiries about the Ontario government's Experience Program should be directed to Tel. 965-0480. The Ontario Youth Secretariat reports to the Legislature through the Provincial Secretary for Social Development.

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer **students,** e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

STUFFED ARTICLES

Stuffed Articles, see Upholstered and Stuffed Articles

SUBDIVISIONS

416-965-6418

HOUSING, SUBDIVISIONS BR implements Ministry program designed to provide adequate housing within a sound planning framework. The province is responsible for approving plans of **subdivisions** and condominiums across Ontario (except where approval power has been delegated to a regional municipality). The branch ensures that these decisions conform to local, provincial and federal policies.

SUBPOENAE

416-965-7338

ATT GEN, CROWN ATTORNEYS' OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway Traffic Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and **subpoenae,** preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

SUBSIDIES

Subsidies, see Grants

SUBWAYS

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and **subways,** for the purchase of capital assets and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transportation services (248-3785). Develops planning policies for provincial highways system and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airport systems and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities and is involved in public participation programs of ministry projects (248-3931).

SUCCESSION DUTIES

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with **succession duties** or tax, also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift Tax Act. Another section is responsible for the Land Transfer Tax and the Land Speculation tax (965-1774).

SUMMER EMPLOYMENT

Summer Employment, see Youth Employment

SUMMONSES

416-965-7523

ATT GEN, PROVINCIAL COURTS CRIMINAL DIV, METRO Toronto deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes traffic violations. Parking tags issued by the Metro Police are payable at the Courts offices (965-7534 if paid in person; 965-7515 if paid by mail). Summons Issuance (965-2177) issues **summonses** for minor criminal and liquor law violations. For inquiries re: payment of fines following conviction and driver's licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the court's branches or to the Bail Office (965-7522). Civil marriages are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-965-5591

ATT GEN, REFEREE of the SMALL CLAIMS COURTS of the Judicial District of York assists people with counselling on debt problems, particularly with **summonses** and garnishments before and after judgment. Public must telephone for appointment and bring complete information regarding income, expenses, debts and creditors. The Small Claims Court Referee's mailing address is: 425 University Ave., Rm. 201, Toronto M5G 1T6. This office also acts as Small Claims Referee in the Judicial District of Durham. Appointments (for evening interviews only) should be made with the Clerk of the First Small Claims Court, 501 Brock St. South, Whitby L1N 4K8, tel. 416-668-3624.

416-965-1500

TR & COMM, VEHICLE RECORDS & INFORMATION, Licensing & Control Br provides information on vehicles to the police (965-4395) & for a fee to insurance companies, legal firms & the public. Write to: Vehicle Records Section, Min. of Transportation & Communications, Ferguson Block, Queen's Park, Toronto M7A 2A2; or go in person to Macdonald Block, Queen's Park or District Offices. Search Group (965-1563) provides current or historical (to 4 years) data on vehicles ownership & description, searched by plate number, owner's name or serial number. Insurance information is restricted to insurance companies & legal firms. Fee is $3.00. Terminal Operations (965-9545) issues replacement copies of lost vehicle permits at $2. Inquire about replacements already applied for at 965-4620. Public Resolve Group (965-3635) helps correct records on vehicles when parking **summonses** & warrants were wrongly issued, or vehicles were sold & purchaser failed to complete transaction.

SUPERANNUATION

416-226-2700

EDUC, TEACHERS **SUPERANNUATION** COMMISSION provides pensions for teachers upon retirement or early retirement because of physical or mental disability. Also provides income to widowed spouse or orphans of deceased teachers.

416-965-6861

GOVT SERV, EMPLOYEE BENEFITS BR administers the following benefits plans for employees of the Ontario Public Service: Public Service **Superannuation** Act, **Superannuation** Adjustment Benefits Act, Employees' Group Insurance Plan, Long Term Income Protection. Informs existing and retired employees of the benefits available. The branch is not concerned with family benefits or pensions in the private sector.

416-965-1709

GOVT SERV, PUBLIC SERVICE **SUPERANNUATION** BOARD recommends payments of annuities, pensions and disability benefits to Ontario Public Service Employees and approves applications in respect of past service credits and pension credit transfers under the Public Service Superannuation Act. The Board also hears appeals from contributors, pensioners or dependents against administrative decisions. Inquiries about administration and benefits for Ontario Public Service employees are handled by Employee Benefits Branch (965-6861). Private pension plans should be referred to the Pension Commission of Ontario (963-0522).

SUPPLIER LISTS

Supplier Lists, see Govt Serv Supply Administration Br

SUPREME COURT OF ONTARIO

416-965-2816

ATT GEN, COURTS ADMINISTRATION PROGRAM manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, Small Claims, Surrogate Court and **Supreme Court of Ontario** offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the peace,

notaries public and commissioners of oaths or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

416-965-5545

ATT GEN, **SUPREME COURT OF ONTARIO,** the highest civil court in the province, consists of three divisions: the High Court of Justice, the trial division; the Divisional Court of the High Court, with jurisdiction to hear certain appeals; and the Ontario Court of Appeal, which hears only appeals and is the highest court in the province. With certain exceptions, parties before the High Court may demand a trial by judge and jury. The Family Law Division of the High Court (965-7418) handles trials of divorce actions and motions relating to disputes between husband and wife or parents and children, e.g. infant custody, maintenance and/or support. There is a local office of the Supreme Court in every county or district. The Divisional Court and Court of Appeal sit in Toronto.

416-965-5545

ATT GEN, **SUPREME COURT OF ONTARIO** REGISTRAR'S Office, Judicial District of York handles inquiries regarding civil litigation commenced in this district, including divorce actions as to state of action (965-5582) and bankruptcy (965-5573). Provides certified copies of court documents, e.g. final divorce decree (965-5563). For listing of cases for trial contact 965-7418 for divorce and 965-7415 for cases other than divorce. Outside this Judicial District contact county or district Supreme Court Registrar. Questions about legal rights and advice should be referred to a lawyer.

SURROGATE COURT

416-965-2816

ATT GEN, COURTS ADMINISTRATION PROGRAM manages the civil and criminal courts in Ontario. Ensures provision of adequate administrative services to county, Small Claims, **Surrogate Court** and Supreme Court of Ontario offices, including direction to sheriffs, bailiffs, court registrars and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides courts and office accommodation planning (965-8453). Handles court reporting services (965-2848). Regulates appointments of justices of the peace, notaries public and commissioners of oaths or affidavits (965-2848). Maintains a management information system and statistics on the activities of the courts (965-9417). The Program is involved with the implementation of French language services in Ontario courts.

416-965-7314

ATT GEN, **SURROGATE COURT** probates wills of persons who die testate (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Processes applications for the custody of children. The **Surrogate Court** also handles contested claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

SURVEYS

Surveys, see also Maps

416-965-7548
CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch telephone number changes to 963-0436 Fall, 1978. The program provides a quality control for **surveys,** plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost or obliterated. Provides financial assistance under the Land Titles Survey Fund under special circumstances. Contact Queen's Park or regional offices.

416-965-6225
NAT RES, SURVEYS & MAPPING BR (A) provides topographical and cadastral descriptions of the land base. Cartography Section (965-4743) produces planimetric, geological and other thematic maps for ministry field **surveys.** Drafting Services Section (965-7108) provides drafting, mapping and graphics support to the ministry. Geographical Referencing Section (965-4538) carries out research and development in automated cartography and associated digital information systems. Operates and maintains provincial control survey data bank, sets standards for control **surveys** and establishes base lines for instrument calibration. Cadastral Surveys Section (965-2714) installs and maintains control **surveys.** Has data from ministry and private surveyors on resurveys of township boundaries and Crown land **surveys** prior to their disposition under statute. See also Nat Res Surveys & Mapping Br B for other activities.

416-248-3248
TR & COMM, SURVEYS AND PLANS OFFICE, Highway Engineering Div provides the ministry with: aerial and ground **surveys** relative to remote sensing, computer graphics, photogrammetric plans, cartographic maps, legal survey plans and documents. Maps are available to the public. Contact regional or district offices.

SWIMMING POOLS

416-965-7678
HEALTH, COMMUNITY HEALTH PROTECTION BR, PUBLIC HEALTH Engineering Section collects and evaluates data on the analysis of drinking water and on the quality of the supply in recreational areas. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public **swimming pools** under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

SWINE

Swine, see Livestock

SYNCRUDE PROJECT

416-965-6276
ENERGY, ONTARIO ENERGY CORPORATION was established in 1975 to invest in or otherwise participate in energy related projects in Canada or elsewhere. The Ontario Energy Corporation has two investments which are the **Syncrude Project** to extract crude oil from the Athabasca oil sands in Alberta, and the Polar Gas Project to study the feasibility of bringing natural gas from the Arctic Islands to markets in Southern Ontario.

TAKE-OVER BIDS

416-963-0223

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of **take-over bids,** proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (963-0259). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (963-0239). Investigates complaints about brokers and salesmen and about actions by companies affecting the value of securities (963-0242). Handles registration of securities dealers, salesmen, underwriters and advisers (963-0228). Also registers Venture Investment Corporations under the Venture Investment Corporations Act to provide incentives to investment companies which financially assist small business (963-0259).

TAX

Tax, see also Property Taxation

416-965-7574

ATT GEN, ASSESSMENT REVIEW COURT hears complaints against realty and business assessment based on real property valuation for municipal **tax** purposes. For further information on real property assessment, see Revenue Assessment Field Operations Branch listed in this index. Contact Municipal Office locally for questions on property taxation and rates. For assessment complaints, contact Regional Registrar of Assessment Review Court.

416-965-2785

NAT RES, FOREST RESOURCES BR grows seedlings in provincial nurseries for the public and Crown reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing timber. Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property **tax** on managed forests.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to prospectors, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown land. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage **tax** rolls; carries out forfeiture process for patented mining lands.

416-965-4069

NAT RES, MINE TAX ASSESSMENT issues annual assessment **(tax)** notices to Ontario mining companies on the basis of profit. Administers the Mining Tax Act.

416-965-1824

NAT RES, MINING AND LANDS COMMISSIONER exercises administrative and judicial duties under The Mining Act, The Mining **Tax** Act 1972 and The Beach Protection

Act and such duties of the Minister of Natural Resources as are assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture and dispute and appeal hearings. Contact Queen's Park or regional offices.

416-965-2099

REVENUE, COMMUNICATIONS GROUP provides information service concerning programs and policies to the media, the public and internal branches. Prepares informative literature, news releases, speeches and minister's statements on request. Participates in development of Ministry bilingual programs. Maintains a newspaper clipping service and library (965-3892) covering aspects of **tax,** property assessment, public finance, legislation and government and business administration. Manages Ministry advertising. For description of information services function, see first entry under Information Service.

416-965-1160

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income **tax** and capital **tax,** clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Answers questions on corporations tax exemptions under the Venture Investment Corporations Act (965-4040). Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives corporations tax and land tax refunds. For information on Land Transfer and Land Speculation Taxes, call 965-1774.

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects **tax** on the sale of products taxed under the Gasoline Tax Act (gasoline, fuel for aviation, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, tobacco, cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors, and taxable diesel fuel users.

416-965-8470

REVENUE, ONTARIO TAX CREDIT SYSTEM Information Centre provides multilingual information service and assistance to Ontario residents in completing their Ontario Tax Credit form and claiming their property, sales, pensioner and political contributions tax credits when filing their federal personal income **tax** forms. The first three credits are available regardless of income **tax** payable; the last only to those who donated to Ontario registered parties, candidates & constituency associations. Residents outside Metro Toronto (except those in area code 807) may call the Centre toll-free by dialing direct 1-800-268-7121. Residents in area code 807 call toll-free by asking Operator for Zenith 8-2000. In Metro Toronto call 965-8470. General inquiries re Federal Tax should be referred to district offices of the Federal Department of National Revenue; in Toronto call 869-1500.

416-965-5772

REVENUE, RETAIL SALES TAX BR administers the collection of Retail Sales Tax by Ontario vendors. This **tax** is paid to vendors at the time of purchase on certain goods and services consumed in Ontario. The branch operates district offices throughout Ontario which register vendors, issue vendors permits and provide information concerning exemptions and other aspects of the retail sales tax as well as carrying out periodic audits. **Tax** under the Race Tracks Tax Act is also collected by the branch. In Metro Toronto, call 487-7161.

416-965-1700

REVENUE, SUCCESSION DUTY BR is responsible for the Succession Duty Act, dealing with succession duties or **tax,** also called estate tax, death duties or tax, and inheritance tax. Gift Tax Section (965-1722) administers the Gift **Tax** Act. Another section is responsible for the Land Transfer Tax and the Land Speculation tax (965-1774).

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of **tax** or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), **tax** relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

416-965-5058

TE & IA, TAXATION AND FISCAL POLICY BR coordinates preparation of provincial budget and Ontario Finances (progress report on budget performance). Researches and develops **tax** and fiscal policy alternatives for government.

TAX CERTIFICATES

416-965-1681

REVENUE, ASSESSMENT FIELD OPERATIONS BR, through regional offices throughout Ontario, implements the real property market value assessment program. In addition the branch, through the regional offices, undertakes the annual enumeration program for municipalities, which produces municipal voters lists, lists of persons who can be called for jury duty, identification of supporters for schools and census data. The branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, **tax certificates,** municipal voters lists, school support and municipal population should be referred to the Clerk or Treasurer of the appropriate municipality.

TAX CREDITS

416-965-8470

REVENUE, ONTARIO TAX CREDIT SYSTEM Information Centre provides multilingual information service and assistance to Ontario residents in completing their Ontario Tax Credit form and claiming their property, sales, pensioner and political contributions **tax credits** when filing their federal personal income tax forms. The first three credits are available regardless of income tax payable; the last only to those who donated to Ontario registered parties, candidates & constituency associations. Residents outside Metro Toronto (except those in area code 807) may call the Centre toll-free by dialing direct 1-800-268-7121. Residents in area code 807 call toll-free by asking Operator for Zenith 8-2000. In Metro Toronto call 965-8470. General inquiries re Federal Tax should be referred to district offices of the Federal Department of National Revenue; in Toronto call 869-1500.

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TAX EVASION

416-965-7767

REVENUE, SPECIAL INVESTIGATIONS BR investigates cases of deliberate **tax evasion** and prosecutes such cases as warranted.

TAX RESEARCH

416-965-2923

REVENUE, REVENUE RESEARCH BR prepares, for ministry use only, management information and statistics on tax administration. Undertakes special studies on **tax research** matters, Revenue Division planning, legislation control.

TAXATION

Taxation, see Tax, also Property Taxation

TE & IA ACCOUNTS & OFFICE SERVICES BR

416-965-4085

TE & IA, ACCOUNTS & OFFICE SERVICES BR performs the accounting and office support functions for the Ministry of Treasury, Economics and Intergovernmental Affairs in addition to those of the Ontario Economic Council, Niagara Escarpment Commission, Ontario Land Corporation, Ministry of Energy, Ontario Energy Board, Management Board Secretariat and Civil Service Commission. For a description of functions, see first entry under Accounting.

TE & IA ADMINISTRATION SERVICES DIVISION

416-965-5420

TE & IA, ADMINISTRATION SERVICES DIVISION, in addition to providing overall direction and coordination for the Ministry of Treasury, Economics and Intergovernmental Affairs in the areas of resource allocation and planning, internal ministry policies and procedures, and common support services, provides full administrative services to the following: Ministry of Energy, the Ontario Energy Board, the Niagara Escarpment Commission, the Ontario Economic Council and the Ontario Land Corporation, and except for personnel services, to the Civil service Commission and to Management Board. For a description of functions, see first entry under Administrative Services.

TE & IA CENTRAL STATISTICAL SERVICES

416-965-7078

TE & IA, CENTRAL STATISTICAL SERVICES supplies ministries with statistics and advises on data gathering methods for planning and policy formulation. Coordinates activities with Statistics Canada. Makes referrals and selectively disseminates general statistical information and data to the public with cost charges for most statistics re: population, business, households, labour force, migration, consumer prices. For general social and economic statistics including population, manufacturing, energy, call 965-7078; credit unions, registration of mortgages, health expenditure, call 965-3792; gross provincial product & economic accounts for Ontario, demographic and social statistics, estimates and projections, call 965-2217.

TE & IA COMMUNICATIONS GROUP

416-965-7171

TE & IA, COMMUNICATIONS GROUP is the information service for the Ministry of Treasury, Economics & Intergovernmental Affairs. For a description of activities, see first entry under Information Service.

TE & IA ECONOMIC ANALYSIS BR

416-965-5454

TE & IA, ECONOMIC ANALYSIS BR monitors economic and social developments in Ontario, Canada and elsewhere. Provides provincial government with consultative services on short-term consequences for Ontario of proposals from government and the public. Studies include natural resources, transportation, energy and labour aspects.

TE & IA ECONOMIC DEVELOPMENT BR

416-965-7081

TE & IA, ECONOMIC DEVELOPMENT BR functions include: development and recommendation of economic development policies concerning the broad strategies for the five planning regions in Ontario; analysis of specific economic development proposals and issues with significant regional impact and the development of appropriate policy options; analysis of sectors with major economic and regional development significance; coordination of negotiations with the Department of Regional Economic Expansion on behalf of the Province; project development, analysis and monitoring for the Regional Priority Budget in Southern Ontario.

TE & IA ECONOMIC POLICY BR

416-965-2999

TE & IA, ECONOMIC POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and strategies. Studies foreign investment, foreign trade policy, Competition Act, housing, energy, and anti-inflation programs.

TE & IA EXTERNAL ACTIVITIES COORDINATION

416-965-3356

TE & IA, EXTERNAL ACTIVITIES COORDINATION SECRETARIAT provides policy advice on Ontario's participation in Canada's international relations. Makes specific recommendations on current intergovernmental issues of an international nature. Coordinates such activities as Ontario participation in international conferences and programs, treaty assessments, international development assistance, and analysis of information from

Canadian embassies and international organizations. Provides federal-provincial liaison between the Ontario Government and the federal Department of External Affairs.

TE & IA FEDERAL-PROVINCIAL

416-965-3340

TE & IA, FEDERAL-PROVINCIAL & Interprovincial Affairs Secretariat provides policy advice on Ontario's participation in federal-provincial and interprovincial relations. Assesses current issues in Confederation including such matters as the distribution of powers and the effects of many programs on Ontario's relations within federation. Makes recommendations to ministries on specific federal-provincial or interprovincial issues. Through the Ontario Quebec Permanent Commission promotes educational, public administration and cultural exchanges with Quebec by governments, individuals, groups, schools and organizations.

TE & IA FIELD SERVICES BR

416-965-1495

TE & IA, FIELD SERVICES BR. Ten Field Services Offices in Ontario advise and assist municipalities, the public, other government ministries and agencies on all aspects of local government. Coordinate Ministry relationships with municipalities. Identify and initiate action in cases of municipal difficulty. Advice is provided through review of municipal financial statements, dissemination of information on existing programs, and as specifically requested. Contact Field Service Offices.

TE & IA FINANCE MANAGEMENT BR

416-965-2914

TE & IA, FINANCE MANAGEMENT BR provides management and direction to the Province's requirements in the areas of cash management, debt management, finance structure and policy. Specifically, the Branch controls and manages the government's cash flows to ensure that obligations are met without default and that surplus funds are invested; issues and retires Province of Ontario debt securities (debentures) and treasury bills. Provides direction to government debt management requirements and coordinates overall debt policy regarding public and non-public financing of the Province, Ontario Hydro and all boards, commissions and agencies utilizing provincial guarantee. Provides research, policy recommendations and policy implementation in public finance to ensure sound strategy and to preserve Ontario's credit worthiness.

TE & IA FINANCIAL INFORMATION & ACCOUNTING POLICY

416-965-5273

TE & IA, FINANCIAL INFORMATION & ACCOUNTING POLICY BR manages Ontario's requirements in overall government accounting, control & consolidated public and internal financial reporting. Specifically, it: maintains records of all Consolidated Revenue Fund transactions; prepares reports for use by the Treasurer before the Legislature, the public and the financial community, e.g. Public Accounts, prospectuses of debentures; operates Central Financial Information Systems by analyzing & consolidating data on revenues, expenditures, budgets, forecasts & statistics; provides all ministries/agencies with direction on financial transactions to ensure quality and comprehension of accounting & financial management policies; coordinates interministry effort on 'in-house' systems to ensure compatibility with Central Financial Information systems; provides expertise on all accounting and financial matters as referred by Management Board and all ministries/agencies; provides liaison with banking community.

TE & IA INTERGOVERNMENTAL FINANCE & GRANTS

416-965-3505

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grants structure, including deconditionalizing of various specific grants. Develops budget options for assistance to municipalities and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for and administers all unconditional grants, valued at over $450 million in 1978. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

TE & IA INTERNAL AUDIT SERVICES BR

416-965-5123

TE & IA, INTERNAL AUDIT SERVICES BR provides an internal audit capacity within the ministry to reinforce post-audit requirements and promote safekeeping of public funds and property entrusted to the ministry. For a description of functions, see first entry under Audit.

TE & IA LIBRARY SERVICES BR

416-965-2314

TE & IA, LIBRARY SERVICES BR operates a library which has reference materials for use by the Ministry and its agencies, and to a lesser extent, by other provincial and federal ministries. The Library has three indices which may be of interest to municipalities and the public: an index to the Private Acts of Ontario since 1867; an index and History of Incorporation for Ontario Municipalities since 1792; an index to unincorporated places in Ontario. Questions on annexations, amalgamations, dissolutions of municipalities, e.g. to which county or district certain townships, villages, towns and cities belong, can be answered by this branch.

TE & IA LOCAL GOVERNMENT ORGANIZATION BR

416-965-6934

TE & IA, LOCAL GOVERNMENT ORGANIZATION BR goals are to evaluate the responsibilities of Ontario's systems of local government (municipalities) and identify the range of functions and organizational structures which will strengthen the capacity of the local governments to: interpret the needs and aspirations of local communities; identify issues; determine priorities and be accountable for them.

TE & IA MANAGEMENT SERVICES BR

416-965-7582

TE & IA, MANAGEMENT SERVICES BR assists management in the planning necessary to achieve Ministry objectives in the effective allocation of human, financial and technical resources, and in the evaluation of program and organizational performance. Plans and coordinates preparation of expenditure forecasts and estimates. Monitors Ministry expenditures and administers appropriations. Provides advice and coordination in the development and implementation of the Ministry's management-by-results system and coordinates its relationships with Management Board. Monitors, evaluates and reports on the Ministry's organization.

TE & IA MUNICIPAL ADMINISTRATION BR

416-965-3514

TE & IA, MUNICIPAL ADMINISTRATION BR encourages and assists Ontario municipalities in developing sound administrative and management practices and in improving the internal organization and processes by which they discharge their statutory responsibilities. Coordinates Local Government Management Program (LGMP). Provides advice on metrication in municipalities. Offers financial assistance for municipal bilingualism programs.

TE & IA MUNICIPAL BUDGETS & ACCOUNTS BR

416-226-6574

TE & IA, MUNICIPAL BUDGETS & ACCOUNTS BR develops and publishes bulletins and manuals to encourage good financial management in Ontario municipalities. Prescribes guidelines for preparation of annual municipal financial reports. Licenses and reviews the performance of municipal auditors. Advises other branches and ministries on matters relating to municipal finance.

TE & IA MUNICIPAL FINANCE BR

416-965-1671

TE & IA, MUNICIPAL FINANCE BR analyzes and evaluates the financial performance of Ontario's local governments; develops budget options for local sector finance; publishes annual report on Ontario local government finance; maintains: a municipal finance data system, a mill rate summary, and a register of provincial grants to local sectors; develops and implements a system of real property taxation in Ontario; studies and proposes amendments to legislation concerning municipal finance; administers the transitional and special transfer payments made under the Unconditional Grants Act; administers loans programs (965-2451) of the Ontario Municipal Improvement Corporation (OMIC), Ontario Education Capital Aid Corporation (OECAC) and Ontario Universities Capital Aid Corporation (OUCAC).

TE & IA OFFICE OF LEGAL SERVICES

416-965-6926

TE & IA, OFFICE OF LEGAL SERVICES provides legal services for the Ministry of Treasury, Economics and Intergovernmental Affairs, the Niagara Escarpment Commission, the Parkway Belt Planning Area, the Ontario Economic Council and the Ministry of Northern Affairs, including Ont. Northland Transportation Commission. For a description of branch activities, see first entry under Legal Services.

TE & IA ONTARIO ECONOMIC COUNCIL

416-965-4315

TE & IA, ONTARIO ECONOMIC COUNCIL (OEC) is an advisory group reporting to the Government on a wide range of economic and other matters, such as urban affairs, social security, health and education policy. The OEC coordinates its work with the Economic Council of Canada and government ministries. Publishes an annual report which details research publications and work in progress.

TE & IA ONTARIO LAND CORPORATION

416-965-6616

TE & IA, ONTARIO LAND CORPORATION (OLC) provides financing for land assemblies for new towns and industrial parks. Provides financing through Ontario Development Corporation for municipal industrial parks. Holds title to and manages land assemblies until assignment to permanent use.

TE & IA ONTARIO QUEBEC PERMANENT COMMISSION

416-965-2927

TE & IA, ONTARIO QUEBEC PERMANENT COMMISSION promotes and stimulates cultural and educational exchanges between governments, individuals, groups, schools and organizations in Ontario and Quebec to foster understanding and cooperation between residents of the two provinces. The OQPC does not fund or operate programs directly but encourages Ontario and Quebec ministries responsible for such areas as education and cultural affairs to provide joint support. Also coordinates exchanges between Ontario and Quebec civil servants to permit sharing of views and experiences on common problems of public administration.

TE & IA PARKWAY BELT GROUP

416-965-3243

TE & IA, PARKWAY BELT GROUP manages the activities involved in the Parkway Belt System. The System is a major part of the Toronto-Centred Region Concept that is designed to provide for urban areas physically arranged in two tiers to the west and east of Toronto.

TE & IA PERSONNEL ADMINISTRATION BR

416-965-6171

TE & IA, PERSONNEL ADMINISTRATION BR performs the personnel functions for the Ministry of Treasury, Economics and Intergovernmental Affairs, the Ministry of Energy and Ontario Energy Board. For a description of branch activities, see first entry under Personnel.

TE & IA PROVINCIAL MUNICIPAL AFFAIRS

416-965-6989

TE & IA, PROVINCIAL MUNICIPAL AFFAIRS Secretariat assesses and provides advice on provincial-municipal relations and programs. Maintains relations with municipal groups such as Municipal Liaison Committee (MLC), Assoc. of Municipalities of Ontario (AMO), Assoc. of Counties and Regions of Ontario (ACRO), Rural Ontario Municipal Association (ROMA) and Federation of Canadian Municipalities (FCM). Organizes provincial-municipal and tri-level consultation and conferences on joint programs of federal-provincial governments and municipalities. Publishes the Municipal Directory annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc.

TE & IA SECURITIES BR

416-965-6691

TE & IA, SECURITIES BR acts as registrar and transfer agent of the Provincial public debt issues, both domestic and foreign. Is responsible for the prompt payment of interest on public debt; supplies investors with information on transfer requirements; arranges for complete service of debentures from issue to maturity. Also provides support for the programs of the Finance Management Branch in the investments of the Province and holds in safekeeping securities deposited with the Province by the public in accordance with the regulations of provincial legislation.

TE & IA SUBSIDIES BRANCH

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared

disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. Youth Employment Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

TE & IA TAXATION AND FISCAL POLICY BR

416-965-5058

TE & IA, TAXATION AND FISCAL POLICY BR coordinates preparation of provincial budget and Ontario Finances (progress report on budget performance). Researches and develops tax and fiscal policy alternatives for government.

TEACHERS

416-965-5241

COLL UNIV, STUDENT AWARDS BR has many programs that offer financial assistance (student awards) as loans, grants or bursaries to Ontario students studying at colleges and universities. Administers four plans based on financial need under the Ontario Student Assistance Program: Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loan and Ontario Special Bursary. The branch also awards fellowships or scholarships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships; and has programs for students and **teachers** for bilingual study: fellowships for studying French, Teacher's Summer Language Bursary, and Summer Language Bursary program. Students should apply through the Student Awards Office at the post-secondary institution of their choice. For private or out-of-province institutions, contact this branch.

416-750-3445

CORR SERV, EDUCATION BR administers educational programs and ensures that they meet the academic and vocational needs of inmates in adult training centres, correctional institutions and detention centres across the province. Develops curricula and provides **teachers** with professional supervision.

416-965-1192

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual Welcome House (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and assistance in gaining access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and **teachers** of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

416-484-2600

CULT & REC, OECA. The Ontario Educational Communications Authority, an autonomous provincial Crown corporation, administers educational broadcasting in Ontario. OECA operates an educational television network, TVOntario, with outlets in Toronto (Channel 19), Ottawa (Channel 24), Kitchener (Channel 28), London (Channel 18), Chatham (Channel 19) & Windsor (Channel 32). In the summer of 1978 TVOntario will service Thunder Bay (Channel 9), Sudbury (Channel 19), Saulte Ste Marie (Channel 20); other northern areas are reached by microwave cable link. Broadcast day extends for 16 hours with programs aimed at pre-school, in-school, **teachers** & adult learners. OECA also operates the Provincial Broadcast Service for 2-3 hours using facilities of CBC, its affiliates & private stations. Provides: a cable package for viewers in areas not reached by TVOntario, video & audio tapes through its VIPS Distribution Systems.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on recreation to advise those who provide professional preparation at colleges and universities; to train **teachers** within the school system and recreationists of municipalities; and to administer grants in aid of research. Professional upgrading is promoted through a new professional development model. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL) (965-7505). Special Interests Section (965-5665) serves those offering recreation service to specialized clientele such as children, youth, the handicapped, senior citizens and women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-2611

EDUC, FINANCIAL MANAGEMENT BR, besides the normal functions of financial management (965-2611) and accounting (965-2612), collects outstanding loans made under the Ontario Student Aid Loan Plan, a student aid program discontinued in 1964. Also collects fees for teachers' colleges and summer courses offered to **teachers** and for duplicates of students' transcripts and teachers' certificates.

416-965-2624

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of certificates to elementary and secondary school **teachers** (965-2600), evaluation of teaching qualifications (965-6126), evaluation of foreign educational documents of landed immigrants for employment or study at the elementary and secondary school levels (965-1356), admission of **teachers** to Ministry summer courses (965-4487), secondary school diplomas and scholarships (965-7291), secondary school bursaries (965-2236), transcripts of student records (965-7291), transcripts of training courses for **teachers** (965-2600), and inspection of private schools (965-6802). The Branch also provides coordination, research and evaluation of management information gathered from school boards, schools, **teachers** and students (965-6802). Compiles, analyzes and disseminates statistics relating to all aspects of education (965-2660).

416-965-2308

EDUC, MANAGEMENT SERVICES BR supplies the ministry with administrative services. For a description of functions see first entry under Administrative Services. Maintains micro files on **teachers** and ministry research projects. Responsible for records and forms manage-

ment, administrative systems, purchasing, word processing centre, warehouse and distribution centre and copycentres.

416-965-2667

EDUC, PROFESSIONAL DEVELOPMENT BR administers summer courses for **teachers** (965-2664) and coordinates teachers' winter courses which are sponsored by local school boards and approved by regional offices (965-2450). Arranges exchanges for **teachers** and school board personnel within Ontario and across Canada, (965-9667). Administers examination of supervisory officers after completion of pre-service and in-service training (965-9672). Provides financial assistance for French language professional development activities for **teachers** (965-9667). Provides staff training and development to ensure improvement and advancement of Ministry personnel (965-2680).

416-965-2663

EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional students outside the normal school structure in schools for the blind and deaf, in developmental centres schools for the retarded, developmentally handicapped and emotionally disturbed, and in training schools for juveniles. Runs Teacher Education Centre in Belleville to train **teachers** of the deaf. School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for **teachers** of exceptional students.

416-965-5620

EDUC, STUDENT ACTIVITIES & SPECIAL PROJECTS BR encourages educational and cultural exchanges of students and **teachers** (965-5635) and may provide grants for these projects. Projects include: Educational Exchange Programs (965-5989), Ontario Young Travellers (965-5605), School Twinning Programs, e.g. Project Canada, Project School-to-School, Teacher Exchange Programs (965-5996). Administers the Second-Language Monitor Program which encourages bilingual university students to act as teaching monitors to **teachers** of French or English as a second language (965-5996). Operates the Ontario Student Leadership Centre which accepts secondary school students for leadership training courses (965-5989). The Student Guidance Information Service (965-9676) provides computerized career and institutional information to schools. The branch prepares guidance documents and Ontario Student Record material.

416-965-2060

EDUC, SUPERVISION & LEGISLATION BR, LEGISLATION Section, besides providing legal services to the Ministry of Education, provides information and advice to school boards, municipalities, **teachers** and the public about education statutes (e.g. provision of French language education) that affect their rights, duties and responsibilities.

416-965-2228

EDUC, SUPERVISION & LEGISLATION BR, SUPERVISION Section serves as a main channel of communication between the Ministry and schools (e.g. private schools, correctional and National Defence Schools), organizations of **teachers,** principals, trustees and

school officials. Advises them on all aspects of school administration. The office of the Provincial School Attendance Counsellor is located at this branch.

416-965-1341

EDUC, TEACHER EDUCATION BR approves and supervises programs of teacher education offered by teacher education institutions and administers Ontario Teacher Education College (Hamilton & Toronto). Sets policy concerning regulations relating to certification of **teachers,** vice-principals and principals.

416-226-2700

EDUC, TEACHERS SUPERANNUATION COMMISSION provides pensions for **teachers** upon retirement or early retirement because of physical or mental disability. Also provides income to widowed spouse or orphans of deceased **teachers.**

416-922-7679

EDUCATION RELATIONS COMMSSION (ERC) was established in 1975 to administer negotiation procedures for **teachers** and school boards. Assists in negotiations, supervises teachers' votes and advises the Lieutenant Governor in Council when a strike or a lockout is jeopardizing the students' education.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and **Teachers** Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade unions and construction industry employer organizations; investigates unfair labour practice by unions and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

TEENAGERS

Teenagers, see Youth.

TELECOMMUNICATIONS

416-965-0175

GOVT SERV, TELECOMMUNICATION SERVICES BR provides local and network **telecommunications** services for Ontario government ministries and agencies. These are principally telephone, data communications and radio, but also include intercom, teletype, facsimile, satellite and related **telecommunications** services. For local telephone services, contact 965-6788; network services, contact 965-6265.

416-965-3707

NORAFFAIRS, MINISTRY OF NORTHERN AFFAIRS (B). This ministry was established to coordinate Gov't. of Ontario services in Northern Ontario, to promote projects & programs in that area and to give people of the North a greater say in government. Ministry responsibilities include: The Regional Priority Budget in Northern Ontario adminis-

tered by the Program Planning Br, Isolated Communities Assistance Fund for unorganized territories administered by the Regional Offices, community and regional development including townsite and community planning and infrastructure, airport construction and **telecommunications** in the remote North, transportation services such as norOntair & Ontario Northland Railway (Ontario Northland Transportation Commission), resource access roads (Northern Ontario Resource Transportation Committee), and Community Service Offices throughout the North. See also Noraffairs Community Service Offices, & Noraffairs Ministry of Northern Affairs (A).

705-472-4500

NORAFFAIRS, ONTARIO NORTHLAND TRANSPORTATION Commission (ONTC) in North Bay supervises transportation services in Northern Ontario such as air services (norOntair), highways services, railway services (including the Polar Bear Express and the Northlander), marine services (including ferry services to Manitoulin and cruises on Lake Nipissing) and **telecommunications** services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

TR & COMM, COMMUNICATIONS OPERATIONS BR carries out representations and interventions re **telecommunications** services before the Canadian Radio-Television and Telecommunications Commission (CRTC) on common carrier, cable and broadcast applications; involves provincial comment on Bell Canada and CN/CP rate applications. Regulatory Operations Office (248-3736) investigates customers' complaints regarding their service. **Telecommunications** Systems Engineering Office (248-3567) provides related assistance to Communications Division; assists independent telephone industry in modernization plans; consults and advises the Ontario Telephone Service Commission on technical matters.

416-248-3731

TR & COMM, COMMUNICATIONS POLICY BR develops Ontario government policy in communications field. Activities include: development of broadcasting, cable and common carrier policy (248-3711); intergovernmental liaison with other provincial and federal agencies (248-3731); maintaining liaison with cable, broadcast and common carrier industries; undertaking research and analytical studies related to **telecommunications** services and systems. Has data bank of information on population served by broadcasting and cable firms and on television viewing habits (248-3961).

TELEPHONE

416-965-0175

GOVT SERV, TELECOMMUNICATION SERVICES BR provides local and network telecommunications services for Ontario government ministries and agencies. These are principally **telephone,** data communications and radio, but also include intercom, teletype, facsimile, satellite and related telecommunications services. For local **telephone** services, contact 965-6788; network services, contact 965-6265.

TR & COMM, COMMUNICATIONS OPERATIONS BR carries out representations and interventions re telecommunications services before the Canadian Radio-Television and Telecommunications Commission (CRTC) on common carrier, cable and broadcast applications; involves provincial comment on Bell Canada and CN/CP rate applications. Regulatory Operations Office (248-3736) investigates customers' complaints regarding their service. Telecommunications Systems Engineering Office (248-3567) provides related

assistance to Communications Division; assists independent **telephone** industry in modernization plans; consults and advises the Ontario **Telephone** Service Commission on technical matters.

416-248-3831

TR & COMM, ONT TELEPHONE SERVICE COMMISSION is responsible for regulating the providers of **telephone** services under provincial jurisdiction, under the Telephone Act. There are 36 **telephone** systems under the jurisdiction of the Ontario Telephone Service Commission. Bell Canada is not under this jurisdiction; it reports to the Canadian Radio-Television & Telecommunications Commission (CRTC).

TELEVISION

Television, see also Educational Television

416-248-3731

TR & COMM, COMMUNICATIONS POLICY BR develops Ontario government policy in communications field. Activities include: development of broadcasting, cable and common carrier policy (248-3711); intergovernmental liaison with other provincial and federal agencies (248-3731); maintaining liaison with cable, broadcast and common carrier industries; undertaking research and analytical studies related to telecommunications services and systems. Has data bank of information on population served by broadcasting and cable firms and on **television** viewing habits (248-3961).

TEMPORARY ABSENCE

416-750-3404

CORR SERV, TEMPORARY ABSENCE BR operates the **Temporary Absence** program which allows inmates, through conditionally approved permits on a day to day basis, or for further specified periods as authorized, to commence or continue their education or jobs while residing in correctional institutions serving their sentences. The **Temporary Absence** program is also used to screen offenders who want to visit their homes to maintain family and community ties, to attend hospital for diagnosis and treatment, and for job or educational interviews. Contact the regional institution housing the inmate, or the Coordinator, Temporary Absence Branch.

TENANT

416-965-7351

ATT GEN, COUNTY AND DISTRICT COURTS have jurisdiction in both civil and criminal cases. Jurisdiction in civil cases is determined by nature of action and by amount claimed; in general the limit is $7,500. Statutes under which the courts handle proceedings include: Landlord and **Tenant,** Change of Name (applications for name changes), Child Welfare (adoptions) and Mental Incompetency (rights of the mentally incompetent). Persons rarely appear without legal counsel and in many cases either party may require trial by judge and jury. Criminal jurisdiction involves handling of trials, with or without jury, of all indictable offences with the exception of murder, piracy on the high seas and sedition. For inquiries in the Judicial District of York, contact County Court Clerk, 965-7351. Elsewhere, contact appropriate county or district court.

416-964-7808

CCR, RENT REVIEW. Ontario's Residential Premises Rent Review Act limits the amount of rent a landlord may charge for apartments, houses, townhouses, duplexes, triplexes, rooming houses, mobile homes and some rent-geared-to-income units. The Act came into effect December 18, 1975. The Act is retroactive to July 30, 1975 and was amended to remain in effect until Dec. 31, 1978. Rent Review Officers in major centres in Ontario will review landlord and tenant-filed application forms regarding rent increases (e.g. **tenant** appeals against high rent increases). If decision of Rent Review Officer is unsatisfactory, an appeal may be made to the Residential Premises Rent Review Board. Contact Rent Review Office in municipality. For those living outside the toll-free dialing area, dial the Operator and ask for Zenith 9-6000.

416-964-3556

CCR, RESIDENTIAL PREMISES RENT REVIEW BOARD is an appeal tribunal which hears landlord and **tenant** appeals on decisions of the Ontario Rent Review Program.

416-965-9652

HOUSING, COMMUNITY HOUSING DIVISION (B). The division is involved with the delivery of assisted rental housing for families and senior citizens through three branches: South-West (965-9652), Central-East (965-9640) and North (965-9045). Under the Rent Supplement Program private landlord offers up to 25% of units to house tenants selected from Ontario Housing Corporation (OHC) waiting lists. **Tenant** pays rent-geared-to-income, OHC pays subsidy to landlord. Under the Private Assisted Rental Program, private landlord designs, constructs, owns and operates the project. Landlord makes available for a minimum of 15 years up to 100% of the units for rental to applicants from OHC waiting lists. **Tenant** pays rent-geared-to-income. Applicants in Metro Toronto contact Housing Registry, 965-9915. Elsewhere contact local OHC office or Housing Authority. See also Housing, Community Housing Division (A) for information on other programs.

416-965-9733

HOUSING, OHC, HOUSING OPERATIONS BR (Ontario) provides direction to 53 Housing Authorities and 7 Direct Management Operations in all matters relating to Ontario Housing Corporation's (OHC's) rent-geared-to-income program. Low income housing, as the program has come to be known, is available in all major cities and most towns throughout Ontario. **Tenant** applications and complaints are made to the local housing manager. See also Housing Operations Branch (Metro), Tel. 965-9434.

416-965-9434

HOUSING, OHC, HOUSING OPERATIONS BR (METRO) provides direction to Metro Toronto district offices in all matters relating to Ontario Housing Corporation's (OHC's) rent-geared-to-income program. **Tenant** applications are made to Housing Registry (965-9915). Complaints should first be directed to on-site project manager. **Tenant** Inquiry Board (789-7901) operates a 24 hour maintenance service for after-hour maintenance problems.

416-965-9868

HOUSING, OHC TENANT PLACEMENT accepts and processes applications for rent-geared-to-income housing within Metropolitan Toronto. **Tenant** applications accepted in person or by mail addressed to Housing Registry, Ontario Housing Corporation, 101 Bloor St. W., Toronto (965-9915). Applicants must have 12 months continuous residency within Metro Toronto in the past 5 years. Rent-geared-to-income program provides accommodation

for families but will consider senior citizens and persons with permanent physical disability. Housing is offered to families in greatest need when vacancies occur.

TENDERS

416-965-6741

GOVT SERV, PROPERTY MANAGEMENT BR provides operation and maintenance services to Government-owned and leased premises including repairs, housekeeping, horticultural services, moving and bulk parking allocation, elevator maintenance. Ensures safety in government buildings and on construction sites; coordinates displays by various ministries in exhibitions at the London, Ottawa and Thunder Bay government buildings; coordinates **tenders** and administers catering contracts for cafeterias and vending machines in government and court house offices. It is also responsible for the reservation and use of committee rooms in the Macdonald Block (Phone: 965-1109).

416-965-6937

GOVT SERV, SUPPLY ADMINISTRATION BR provides a government-wide purchasing service. Three commodity sections: Furniture & Furnishings (965-1247), Office Products (965-4751), Special Products (965-3084) administer a collective purchasing program for commonly used commodities; purchase equipment for new Ontario government facilities; purchase goods and services for operational requirements of the Ministry. Central purchasing authority for furniture and furnishing needs of all ministries and agencies rests with the Furniture & Furnishings Section. Supplier Development Section (965-6937) supports branch by developing supplier lists, maintaining a vendors catalogue library, identifying and evaluating new suppliers. Operates the Public Tenders Office (965-1152) to receive **tenders** for government supply contracts. Assets Disposal Section (259-7809) receives, warehouses and arranges for re-use or disposal of surplus furniture, equipment, materials.

416-248-3178

TR & COMM, SUPPLY & SERVICES BR provides the ministry with various services. Purchasing & Supply Office (248-3361) purchases government vehicles, construction, maintenance & operating supplies & equipment. General Services Office (248-3853) runs a garage and instrument repair service; controls movable assets. Tenders Section (248-3651) advertises and supplies information on construction & supply contracts; conducts openings of **tenders.** Disposal Section (248-3725) auctions off government vehicles. Special Services Office (248-3364) provides administrative services including accommodation design; establishes sites for and inspects freeway service centres; provides telecommunication services and remote airport directional systems. Records Services Office (248-3531) prepares manuals, publications, maps (including Ontario road maps) & photographs for ministry and public distribution; performs records management & has a reference library (248-3591). Graphic Services Office (248-3557) provides art, display, reproduction facilities.

TERMINATION OF EMPLOYMENT

Termination of Employment, see Labour Employment Standards Br

TERMITES CONTROL

Termites Control, see Env Pollution Control Br Pesticides Control Section

TESTATE

416-965-7314

ATT GEN, SURROGATE COURT probates wills of persons who die **testate** (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Processes applications for the custody of children. The Surrogate Court also handles contested claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost Wills. Contact local Surrogate Court Registrar.

TEXTBOOKS

416-965-5982

EDUC, CURRICULUM BR produces curriculum guidelines, resource material and circulars for use in Ontario from Kindergarten to Grade 13 and annotated lists of Canadian materials for use with above guidelines. Initiates and coordinates curriculum input to the ministry and implements curriculum policies. Administers the Book Purchase Plan which provides copies of newly approved **textbooks** to schools. Implements metrication in primary and secondary schools. Administers the ministry's Canadian Learning Materials Fund which enables publishers, media producers, non-profit organizations and individuals to develop new Canadian learning materials. Promotes community use of schools. Supports elementary and secondary school broadcasts and related services through the Ontario Educational Communications Authority (OECA). Develops materials for courses about and for native peoples.

THEATRE

Theatre, see also Theatres

416-961-1660

CULT & REC, ONTARIO ARTS COUNCIL, created to promote the study, enjoyment of, and production of works in the arts, provides grants in response to written applications from performing and creative arts groups and individuals, with the assistance of officers on staff who represent various art disciplines and pursuits. Grants are made to **theatre** and dance companies, orchestras and concert societies, art galleries and schools, publishing houses and periodicals, local and regional arts councils and festivals, arts service groups and community arts projects. Individual painters, sculptors, playwrights, composers, writers, poets, makers of films and photographers may also apply. Other programs include Creative Artists In Schools (CAIS) and ONTOUR which assists concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and Franco-Ontarian community arts.

416-965-6763

CULT & REC, RESOURCE CENTRE and Library under the Administrative Services Br maintains an up-to-date collection of books, pamphlets, films, video-tapes and teaching materials which are made available to all Ministry staff and any community organization involved in cultural or recreational programs. These materials cover various subjects such as community development, multiculturalism, informal education, language training, recreation, human relations, prejudice, **theatre,** arts and crafts, native peoples, disabilities, librarianship, volunteerism. Staff can assist in searching materials. Contact field offices.

THEATRES
Theatres, see also Theatre

416-421-2462
CCR, THEATRES BR maintains a reasonable standard of decency in films exhibited in Ontario **theatres.** Is responsible for censorship of videotape, 8mm, 16mm, 35mm, or wider films. Sets standards for, inspects and issues licences to **theatres,** drive-in theatres, film exchanges, videotape machines, 8mm and 16mm projectors. Also examines and licenses projectionists. Approves motion picture advertising and classification.

416-965-5399
CULT & REC, CAPITAL SUPPORT UNIT coordinates all capital support programs of the ministry. These include capital grants for community recreation centres (965-8433), sports facilities, arts facilities such as concert and exhibition halls, **theatres,** museums, heritage conservation projects, facilities for libraries and multicultural centres. Contact regional offices or main office.

THERAPY
Therapy, see Rehabilitation, also Physiotherapy

TILE DRAINAGE
Tile Drainage, see Drainage.

TILL
Till, see Mineral.

TIMBER

705-789-9647
NAT RES, ALGONQUIN FORESTRY AUTHORITY in Huntsville, Ontario is a Crown corporation responsible for harvesting **timber** in Algonquin Provincial Park and for supplying logs to designated mills. It operates under volume agreement with the Ministry of Natural Resources.

416-965-2761
NAT RES, FINANCIAL SERVICES BR, besides the financial management and accounting functions as outlined in the first entry under Accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from **timber** operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and wildlife licences and sundry other cash receipts. To secure hunting licence contact 965-2814 or regional or district offices.

416-965-2785
NAT RES, FOREST RESOURCES BR grows seedlings in provincial nurseries for the public and Crown reforestation. Treats Crown forests to ensure regeneration, improve quality and growth and to protect them from insects and disease. Advises private landowners on planning, tending and marketing **timber.** Provides grants to municipalities for land acquisition, the lands to be managed by the Ministry. Develops and tests new methods and

equipment related to silviculture. Holds field days for public on growing Christmas trees, maple syrup production and forest management. Pays grants to reduce property tax on managed forests.

416-965-2731

NAT RES, TIMBER SALES BR is responsible for managing and licensing **timber** sales in Ontario. Contact regional or district offices.

TITLES

416-965-7548

CCR, LAND BOUNDARIES PROGRAM, Legal & Survey Standards Branch telephone number changes to 963-0436 Fall, 1978. The program provides a quality control for surveys, plans and description of land including condominiums, for registration in land registry offices. Also provides for the confirmation of the true location of boundary lines which have been lost or obliterated. Provides financial assistance under the Land **Titles** Survey Fund under special circumstances. Contact Queen's Park or regional offices.

416-965-3250

CCR, PROPERTY LAW PROGRAM, Legal & Survey Standards Branch telephone number changes to 963-0423 in Fall, 1978. The Program performs statutory functions of Director of **Titles:** responsible for legal quality of land registration records and instruments. Drafts amendments to, and regulations under the Land **Titles** Act, the Registry Act, the Condominium Act, the Boundaries Act and the Certification of **Titles** Act. Processes applications of title and for conversion of title from the land registry system to the land **titles** system.

CCR, REGIONAL PROPERTY REGISTRATION Branches I and II phone numbers are 965-6535 & 965-9008 respectively up to Fall, 1978; after then 963-0462 & 963-0466. The branches operate land registry offices throughout Ontario where documents for real property (land) and personal property **titles** are registered and recorded. Registration records may be examined for a fee. In Toronto land registry offices are located at New City Hall with these telephone numbers: Toronto and York Land **Titles,** 965-5248; Toronto Registry, 965-7553; Toronto Boroughs and York South Registry, 965-7588. Mortgages are normally discharged through a lawyer who prepares the document. The discharge is then registered with the local land registry office. There is a land registry office in each county or district.

416-965-2741

NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and water lots; also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to prospectors, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown land. **Titles** Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls; carries out forfeiture process for patented mining lands.

TOBACCO

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley **tobacco,** honey, maple syrup,

Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls dealers of fruit & vegetables. Issues licences to nurseries, and controls disease found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, vegetables, honey) production, packaging, wholesaling and retailing. Contact county or district office.

416-965-6352

REVENUE, GASOLINE TAX BR administers and collects tax on the sale of products taxed under the Gasoline Tax Act (gasoline, fuel for aviation, propane), the Motor Vehicle Fuel Tax Act (diesel fuel) and the Tobacco Tax Act (cigarettes, **tobacco,** cigars). Provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors, and taxable diesel fuel users.

TODAY'S CHILD

416-965-0176

COMM SOC, CHILD WELFARE BR finances, inspects and supervises Children's Aid Societies (CAS) and children's and youth institutions. Coordinates provincial, national and international adoptions services (965-2802). Prepares syndicated newspaper column **Today's Child** as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unmarried mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

TOPICAL

416-965-5621

CIV SERV, ADMIN SERVICES BR, COMMUNICATIONS and Publicity Section produces **TOPICAL,** a semi-monthly paper which is distributed to Ontario civil servants including pensioners. JOB MART, a second paper containing information on job openings within the Ontario Public Service is produced as an insert in TOPICAL and as a separate publication on intervening weeks. Also handles job advertising in the press for all Ontario government ministries. Produces the annual report of the Commission and provides advice to Commission staff on publications, etc.

TORONTO AREA TRANSIT OPERATING AUTHORITY

416-630-2635

TORONTO AREA TRANSIT OPERATING AUTHORITY (TATOA) was created to design, establish and operate an inter-regional transit system serving Metro Toronto and the regional municipalities of Peel, Durham, Halton, Hamilton-Wentworth and York. Manages GO Transit, a commuter railway service operated by Canadian National Railways, and a commuter bus service operated by Gray Coach Lines and Trailways of Canada. For information on timetables and fares phone local GO Transit number (in Toronto, 630-3933). TATOA reports to the Legislature through the Minister of Transportation & Communications.

TORONTO-CENTRED REGION

416-965-3243

TE & IA, PARKWAY BELT GROUP manages the activities involved in the Parkway Belt System. The System is a major part of the **Toronto-Centred Region** Concept that is designed to provide for urban areas physically arranged in two tiers to the west and east of Toronto.

TOURISM

416-965-4004

IND & TOUR, ADVERTISING SERVICES Section promotes **tourism** in Ontario through advertising in consumer media and travel trade publications. Also advertises industry and trade development in Ontario and abroad. Agency of Record purchases advertising print space and broadcast time for all ministries, boards and commissions of the Ontario Government. Government information communications program (Ontario 20) provides government information to ethnic or multicultural and non-urban communities through weekly newspapers, ethnic publications, radio and television.

416-965-5466

IND & TOUR, COMMUNICATIONS DIV has two major functions: a planning function for developing communications plans for each ministry division plus advertising services, and a delivery function through Communications Services Branch providing the ministry with information service including photography, audio-visual, publications, releases, speeches, media liaison and other services (see first entry under Information Service). Operates a library of still and motion pictures to lend to groups interested in **tourism.** Catalogues of films available.

416-965-4622

IND & TOUR, DEVELOPMENT CORPORATIONS. The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC), and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario industry by providing: financial assistance through incentive and term loans and bank guarantees; sites, facilities and services in two industrial parks; technical, business and financial information and advice. **Tourism** operations, secondary manufacturing industries and service industries allied to manufacturing may avail themselves of this service. Loans are available for establishing new operations, expanding present operations, introducing new products and technology, financing exports, purchasing and installing pollution control and energy conservation equipment. Contact corporation regional office.

416-965-5711

IND & TOUR, INDUSTRY SECTOR POLICY BR develops policy proposals for governmental consideration relating to the problems, needs and opportunities of industry on a sector basis. Develops analyses on a sector basis for the information of government officials and the business community. Provides Ontario comment to the federal Foreign Investment Review Agency (FIRA) and General Agreement on Tariffs and Trade (GATT) by the world's trading nations. Tourism Policy & Research Section (965-5725) develops and maintains a data base and related information service for the **tourism** sector and provides **tourism** research to support and direct ministry activities, e.g. the Interministerial Tourism & Recreation Planning Study.

416-965-4566
IND & TOUR, MANAGEMENT SERVICES BR provides the ministry with administrative services. See first entry under Administrative Services for a description of this function. Also provides the ministry with foreign language services (965-1587). Operates a library (965-3365) that has information on international trade, technology, **tourism,** small business, industry and related subjects. Permits access to its facilities for research purposes.

416-965-4011
IND & TOUR, STRATEGIC PLANNING BR assists offices of the Minister, Deputy Minister and Ministry Planning Committee. Provides: strategic planning for development of industry, trade and **tourism** in Ontario; program evaluation procedures and ministry management-by-results reporting format. Coordinates special projects and research into issues that the ministry may be involved with in the future.

416-965-4255
IND & TOUR, TOURISM DEVELOPMENT BR is responsible for the development and upgrading of Ontario's **tourism** industry by: providing technical advice relating to planning, design, operation and management of tourist facilities; providing information related to the funding by the Ontario Development Corporations (ODC's) to new and existing tourist facilities; evaluating and recommending **tourism** project proposals from the public for possible funding by the ODC's; providing consultative assistance and analysis of **tourism** development projects which may require public support in whole or in part (965-7846); discharging the Ministry's responsibilities regarding **tourism** planning in Ontario; involvement in special projects which improve the quality of the province's **tourism** plant.

416-965-5764
IND & TOUR, TOURISM MARKETING BR promotes **tourism,** conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, exhibitions, attractions, facilities and tours. Provides up-to-date ski and road reports, campgrounds vacancy information and fall colour reports. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program and advertises Ontario to the consumer travel trade and conventions markets (965-9991).

416-965-3475
IND & TOUR, TOURISM OPERATIONS BR advises **tourism** establishment owners and prospective entrepreneurs, municipal officials, chambers of commerce, local **tourism** groups and regional travel associations on planning, development and marketing of tourist facilities, attractions and events. Operates travel information centres with year-round travel counsellors at major border crossing points, and 30 summer travel centres located at secondary border crossings and along Highway 401. Issues licences to **tourism** establishments and takes complaints about them. Assists with the implementation of Ontario Travel Association Program (OTAP). Reference materials, publications, and statistics available. Contact Regional Office.

TOURISM RESEARCH
Tourism Research, see Ind & Tour Industry Sector Policy Br.

TOURS

416-361-0414

CULT & REC, ART GALLERY OF ONTARIO cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on the origin, development, appreciation and techniques of the visual arts. Exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and The Grange, a restored historic Toronto house. Circulates exhibitions to Ontario communities. Offers an art rental service, art book shop, audio-visual library, art reference library, art classes, **tours** and speakers bureau.

416-893-1121

CULT & REC, McMICHAEL CANADIAN COLLECTION, an art gallery in a beautiful setting in Kleinberg has an extensive collection of the works of Canadian artists including the Group Of Seven, Tom Thompson, Emily Carr, David Milne, Clarence Gagnon, and J. W. Morrice. Original Group of Seven members were A. Y. Jackson, Lawren Harris, J. E. H. MacDonald, Franklin Carmichael, Arthur Lismer, Frederick H. Varley, Frank H. Johnston. A. J. Casson, Edwin Holgate and LeMoine FitzGerald joined later. Also included are works of art by native peoples. The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school **tours** by appointment.

416-429-4100

CULT & REC, ONTARIO SCIENCE CENTRE conducts a varied program of education in the origins and development of science and technology and in Ontario's role in this progress. Located at Don Mills and Eglinton Ave. in North York, the Ontario Science Centre is open to the public daily and offers **tours** to school classes. Part of the Ontario Science Centre is the Ontario Film Institute (OFI), founded in 1969 to encourage the development of the art of the film and to foster public appreciation and study of film history, origins and accomplishments. The OFI has three divisions: the Institute itself which is the reference and information centre, the Ontario Film Theatre (for showings of films) and the Ontario Film Archive.

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature trails. Educational programs range from courses on horticulture and botany, design with plant material, to credit courses at universities. The RBG also offers the public extensive horticultural information on ornamental, native and poisonous plants, edible and poisonous mushrooms, and information on ornithology. **Tours** can be arranged. Participates in Outreach Ontario and Festival Ontario.

416-965-7711

IND & TOUR, ONTARIO PLACE CORPORATION operates a 96 acre cultural, entertainment and recreation complex on three man-made islands on Lake Ontario, Toronto including exhibition pavilions, band shell, theatres, the giant-screen cinesphere, live entertainment, the Forum, restaurants, snack bars, boutiques, two marinas, pedal boats, boat **tours**, the Canadian destroyer HMCS Haida, mini-golf, land rides, picnic areas, and a children's village with a water play area and unique play apparatus. Ontario Place arranges banquets, receptions all year, shows films for conventions and other groups of residents or tourists. Open daily May 20 to Sept. 4 (weekends only Sept. 9 to Oct. 9). All major attractions are free

with admission. No admission charge for Ontario senior citizens. Contact Ontario Place Corporation, 955 Lakeshore Blvd. West, Toronto, Ontario, Canada M6K 3B9.

416-965-5764

IND & TOUR, TOURISM MARKETING BR promotes tourism, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides travel counselling to the public by supplying information and publications on events, exhibitions, attractions, facilities and **tours.** Provides up-to-date ski and road reports, campgrounds vacancy information and fall colour reports. In Toronto call or visit the travel centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional Travel Associations through the Ontario Travel Association Program and advertises Ontario to the consumer travel trade and conventions markets (965-9991).

416-965-9489

LEGISLATIVE ASSEMBLY, ADMINISTRATIVE Office provides financial, personnel and associated administrative services for each Member of Provincial Parliament (MPP) and his or her staff, and the various offices under the Office of the Legislative Assembly. Information and Tours Services (965-4028) conducts **tours** of the Legislative Building for school groups, associations and individuals. Art **tours** of the Macdonald Block are booked upon request. Provides information service to visitors on Ontario Travel and the Parliament Buildings and direction to various government offices. Bilingual guides are available. Stewards Services (965-7651) administers the Press Gallery Lounge and the Members Lounge which offers MPPs facilities for luncheons, dinners, receptions. Press Clipping Service (965-2088) provides MPPs with press clippings from Ontario newspapers.

TOWNS

Towns, see Municipalities

TOWNSEND COMMUNITY DEVELOPMENT

Townsend, see Housing Project Planning Br, Housing Project Evaluation Br

TOWNSHIPS

Townships, see Municipalities

TOYS

Stuffed Toys, see Upholstered and Stuffed Articles

TR & COMM COMMUNICATIONS OPERATIONS BR

TR & COMM, COMMUNICATIONS OPERATIONS BR carries out representations and interventions re telecommunications services before the Canadian Radio-Television and Telecommunications Commission (CRTC) on common carrier, cable and broadcast applications; involves provincial comment on Bell Canada and CN/CP rate applications. Regulatory Operations Office (248-3736) investigates customers' complaints regarding their service. Telecommunications Systems Engineering Office (248-3567) provides related assistance to Communications Division; assists independent telephone industry in modernization plans; consults and advises the Ontario Telephone Service Commission on technical matters.

TR & COMM COMMUNICATIONS POLICY BR

416-248-3731

TR & COMM, COMMUNICATIONS POLICY BR develops Ontario government policy in communications field. Activities include: development of broadcasting, cable and common carrier policy (248-3711); intergovernmental liaison with other provincial and federal agencies (248-3731); maintaining liaison with cable, broadcast and common carrier industries; undertaking research and analytical studies related to telecommunications services and systems. Has data bank of information on population served by broadcasting and cable firms and on television viewing habits (248-3961).

TR & COMM COMPUTER SYSTEMS BR

416-248-3977

TR & COMM, COMPUTER SYSTEMS BR is involved with computer systems development for Ministry applications. Systems specialists also develop computer-related systems for management and regulatory applications. Computer Production Services provide production technical control, equipment acquisition, graphic production and data conversion services, and time sharing.

TR & COMM COORD INTERGOVERNMENTAL RELATIONS

416-248-3789

TR & COMM, COORDINATOR INTERGOVERNMENTAL RELATIONS coordinates intergovernmental relationships between Ontario and the other provinces and the federal government in the field of transportation and communications. The federal relationship is conducted partly through the Federal-Provincial Committee on Ontario Region Transportation (FPCORT).

TR & COMM DESIGN & CONSTRUCTION BR

416-248-3661

TR & COMM, DESIGN & CONSTRUCTION BR develops policy to administer provincial roads and highways construction program. Reviews, updates and develops new design and construction policies, procedures, specifications, standards and technology for use by regional designer and regional construction; monitors and analyzes their application. Provides technical construction expertise to regional offices. Supplies ministry projects with special engineering design services, detailed design of electrical facilities and drainage and hydrology studies. Reviews contract documents, prepares them for advertising; processes contract awards and monitors contract payments. Monitors regions to ensure that policies and procedures for administering construction contracts are met.

TR & COMM DRIVER CONTROL OFFICE

416-965-1581

TR & COMM, DRIVER CONTROL OFFICE, Licensing & Control Branch ensures that Ontario drivers are competent to operate vehicles; keeps records to identify problem drivers. Runs demerit point system; issues warnings; conducts interviews, re-examinations, and suspends and reinstates driver's licence as required by statute. Checks collision reports to determine need for re-examinations, medical or vision certificate. Contact regional offices. Re suspensions of uninsured drivers under the Motor Vehicle Accident Claims Act, call CCR Motor Vehicle Accident Claims, Tel. 963-0501. For fines non-payment call Defaulted Fines Control Centre under the Ministry of the Attorney General, Tel. 965-3711.

TR & COMM DRIVER LICENSING OFFICE

416-965-7143

TR & COMM, DRIVER LICENSING OFFICE, Licensing & Control Branch issues an appropriate driver's licence to all eligible applicants in Ontario, including learners permits, renewals, replacements and corrections of licences. Collects and refunds appropriate fees to drivers. Maintains statistics on collisions. For driver examination contact regional or district office; in Toronto call Central Region at 248-7163.

TR & COMM DRIVERS & VEHICLES REGIONAL OPERATIONS

416-248-7154

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices located throughout Ontario, provides driver examination, vehicle inspection and highway carrier enforcement programs. Driver examination program tests for classified drivers of motor vehicles including motorcycles, driver education instructors and issues driver's licence. Vehicle inspection involves commercial motor vehicles, auditing of school bus inspections, safety standard certificates, and the operation of portable and permanent inspection lanes. Highway carrier officers inspect commercial motor vehicles for compliance with the law on oversize and overweight vehicles. Oversize/overweight permits are issued in districts on an annual, project and special trip basis. Contact district office; in Metro Toronto call Central Region, 248-7163; for inspection lanes, 248-3409.

TR & COMM ECONOMIC POLICY OFFICE

416-248-3634

TR & COMM, ECONOMIC POLICY OFFICE develops economic policies for the transportation sector. Assists small business with shipping problems. Divided into three sections: Modal Studies (248-3744); Forecasting and Market Studies (248-3756); and Transportation Pricing (248-3634).

TR & COMM ENGINEERING CLAIMS OFFICE

416-248-3611

TR & COMM, ENGINEERING CLAIMS OFFICE assesses claims for additional costs submitted by contractors awarded ministry engineering contracts including all phases of highways construction and maintenance, construction of bridges and tunnels and associated work.

TR & COMM ENGINEERING MATERIALS OFFICE

416-248-3987

TR & COMM, ENGINEERING MATERIALS OFFICE, Materials & Laboratory Services Section (248-3684) provides laboratory testing, technical evaluation and approval services related to soils, aggregates, asphalt, concrete, metals, and chemicals used in construction and maintenance of highways and structures. Quality Assurance Section (248-3688) provides specialized engineering service regarding use and performance of cement and asphalt concrete, and granular materials. Soil Mechanics Section (248-3282) carries out and records foundation investigations for structures. Pavement Design and Management Section (248-3255) provides pavement design guidelines and assesses the field performance of aggregates used in pavements and structures.

TR & COMM ENGINEERING RESEARCH & DEVELOPMENT BR

416-248-3355

TR & COMM, ENGINEERING RESEARCH & DEVELOPMENT BR undertakes technical and scientific research on pavements, structures, materials, earth and environment technology resources and value engineering as related to transportation facilities. Research reports are published. The branch's Metric Office coordinates the ministry's metrication program.

TR & COMM ESTIMATING OFFICE

416-248-3401

TR & COMM, ESTIMATING OFFICE provides senior Ministry Officials with a fair contract price for highways construction and other related works. Can provide an economic analysis of highways construction costs and bidding trends.

TR & COMM FINANCIAL BR

416-248-3465

TR & COMM, FINANCIAL BR supplies the ministry with financial management and accounting services. For a description of functions, refer to the first entry under Accounting.

TR & COMM FINANCIAL MANAGEMENT SERVICES

416-248-3751

TR & COMM, FINANCIAL MANAGEMENT SERVICES provides financial perspectives of new policies and programs to senior management so they can balance these financial perspectives against the policy and technical perspectives. Organized into three offices: Financial Analysis and Assessment Office, Forecasting Office, and Budgetary Review Office.

TR & COMM HIGHWAY CARRIER LICENSING SECTION

416-248-7146

TR & COMM, HIGHWAY CARRIER LICENSING SECTION, Licensing & Control Branch issues licences to public vehicles (PV), e.g. bus and charter operations and to public commercial vehicles (PCV), e.g. trucks, truck tractors and freight forwarders operating in Ontario beyond the urban municipality. Applications for cartage licences within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.

TR & COMM INTERNAL AUDIT BR

416-248-3366

TR & COMM, INTERNAL AUDIT BR performs the audit functions for this Ministry and the Ministry of Northern Affairs as described in the first entry under Audit. In addition the branch analyzes Ministry claims negotiations and advises on settlements. The Branch audits Ministry electronic data processing systems, design drawings and tender documents prior to awarding of contracts, payment records on Ministry, and Ministry-subsidized contracts. Also audits contractors and suppliers records, and municipal records to ensure that subsidies are spent as approved.

TR & COMM MAINTENANCE BR

416-248-3665

TR & COMM, MAINTENANCE BR develops and implements standards, policies and procedures for maintenance of roads and highways, including landscape, zone striping,

erection and maintenance of highway signs, and electrical devices on highway rights-of-way. Monitors maintenance operations to ensure compliance with standards. Prepares and controls annual maintenance budget, including day labour construction. Prepares landscape design. Prepares policy and administers permits for signs and buildings on highway rights-of-way. Permit issuance is done by regional or district office. See Tr & Comm Operations, Regional Operations. Manages fleet of vehicles and equipment for the Ministry, and guides and trains garage personnel on fleet maintenance and management.

TR & COMM MAINTENANCE BR TRAFFIC ENGINEERING

416-248-3781

TR & COMM, MAINTENANCE BR, TRAFFIC ENGINEERING Office develops and implements policies, standards and procedures for traffic control devices such as traffic signs, signals, illumination, speed limits, etc. Develops improvements in traffic control techniques and devices and assists in municipal studies and improvements. Provides traffic data collection service for other branches of the ministry. Conducts Freeway Surveillance Program. Contact regional or district offices.

TR & COMM MANAGEMENT IMPROVEMENT BR

416-248-7103

TR & COMM, MANAGEMENT IMPROVEMENT BR reviews, recommends and implements changes for increased efficiency and effectiveness of ministry management, structural organization, and management systems, procedures and practices. Carries out management studies and provides an internal management consultant service.

TR & COMM MANAGEMENT INFORMATION & TESTING

416-248-7226

TR & COMM, MANAGEMENT INFORMATION & TESTING SYSTEMS OFFICE provides: testing facilities for full-scale research on vehicles and transportation equipment, instrumentation design, construction and application assistance on all testing needs. Performs data processing for the Research & Development Division. Edits and publishes technical information including associated art work. Manages heavy equipment and management systems for the division and research and development pilot projects for the ministry.

TR & COMM MUNICIPAL-PROVINCIAL TRANSPORTATION BR

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways, for the purchase of capital assets and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transportation services (248-3785). Develops planning policies for provincial highways system and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airport systems and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities and is involved in public participation programs of ministry projects (248-3931).

TR & COMM OFFICE OF LEGAL SERVICES

416-248-3617

TR & COMM, OFFICE OF LEGAL SERVICES provides legal services for the ministry. See first entry under Legal Services for description of functions. Insurance & Claims (248-3127) handles insurance claims against the Crown for injuries and property damage arising from accidents on provincial highways or involving government vehicles, as well as claims by the Crown for damage to highway property or government vehicles excluding OPP vehicles.

TR & COMM ONT HIGHWAY TRANSPORT BOARD

416-965-1845

TR & COMM, ONT HIGHWAY TRANSPORT BOARD, an administrative tribunal, serves the people of Ontario by certifying to the Minister of Transportation & Communications the public necessity and convenience of transportation services on highways, resulting in the issuance of licences (e.g. Public Vehicles & Public Commercial Vehicles) for the carriage of goods and/or passengers for compensation.

TR & COMM ONT TELEPHONE SERVICE COMMISSION

416-248-3831

TR & COMM, ONT TELEPHONE SERVICE COMMISSION is responsible for regulating the providers of telephone services under provincial jurisdiction, under the Telephone Act. There are 36 telephone systems under the jurisdiction of the Ontario Telephone Service Commission. Bell Canada is not under this jurisdiction; it reports to the Canadian Radio-Television & Telecommunications Commission (CRTC).

TR & COMM OPERATIONS REGIONAL OPERATIONS

416-248-3238

TR & COMM, OPERATIONS, REGIONAL OPERATIONS, through five Regional and 18 District offices in Ontario operates the Provincial Roads System by performing design, maintenance and construction activities. Administers subsidy programs to municipalities and regional governments for their roads maintenance and construction programs. Controls highways rights-of-way by purchasing property, issuing building permits, entrance permits and permits for the erection of advertising signs. Contact regional or district office.

TR & COMM PERSONNEL BR

416-248-3643

TR & COMM, PERSONNEL BR performs the personnel functions for the Ministry of Transportation & Communications. For a description of branch activities, see first entry under Personnel.

TR & COMM PRIORITY DEVELOPMENT BR

416-248-3551

TR & COMM, PRIORITY DEVELOPMENT BR assesses provincial road requirements and develops roads and highways construction program to meet these requirements.

TR & COMM PROGRAM DEVELOPMENT BR

416-248-3548

TR & COMM, PROGRAM DEVELOPMENT BR determines regulatory program needs of drivers and private and commercial vehicles by conducting an annual evaluation of their performance. Develops new programs and strategies to meet Ontario's social, economic, environmental and technological needs. Establishes standards for drivers and vehicles.

Manages the vehicle equipment approval program and investigates accidents in which condition of vehicles may have been contributory factor. Develops and modifies procedures for safety standards enforcement. Prepares drafts for proposed legislation and regulations.

TR & COMM PROPERTY BR

416-248-3213

TR & COMM, PROPERTY BR is responsible for policies and procedures pertaining to the appraisal and acquisition of property required for Ministry programs. This includes expropriation and land management. Contact regional offices. In Metro Toronto, call Central Region, 248-3455.

TR & COMM PUBLIC & SAFETY INFORMATION BR

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial vehicles, school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & COMM regional or district offices.

TR & COMM STRATEGIC POLICY SECRETARIAT

416-248-7121

TR & COMM, STRATEGIC POLICY SECRETARIAT is an internal secretariat working directly for the Minister or Deputy Minister. Manages ministry's strategic policy development and planning process. Assesses external factors affecting present or future ministry strategy and prepares special strategic policy studies. Handles inquiries about the Strategic Policy Committee.

TR & COMM STRUCTURAL OFFICE

416-248-3492

TR & COMM, STRUCTURAL OFFICE, Highway Engineering Div designs bridges and retaining walls on highways and prepares plans and contract documents for their construction. Reviews proposed designs of municipal bridges and culverts and inspects them to determine safe loads, maintenance needs and structure life. Recommends enactment of municipal load limit bylaws. Generates and maintains structural standards, structural manuals and handbooks and design aids.

TR & COMM SUPPLY & SERVICES BR

416-248-3178

TR & COMM, SUPPLY & SERVICES BR provides the ministry with various services. Purchasing & Supply Office (248-3361) purchases government vehicles, construction, maintenance & operating supplies & equipment. General Services Office (248-3853) runs a garage and instrument repair service; controls movable assets. Tenders Section (248-3651) advertises and supplies information on construction & supply contracts; conducts openings of tenders. Disposal Section (248-3725) auctions off government vehicles. Special Services Office (248-3364) provides administrative services including accommodation design; establishes sites for and inspects freeway service centres; provides telecommunication services and remote airport

directional systems. Records Services Office (248-3531) prepares manuals, publications, maps (including Ontario road maps) & photographs for ministry and public distribution; performs records management & has a reference library (248-3591). Graphic Services Office (248-3557) provides art, display, reproduction facilities.

TR & COMM SURVEYS AND PLANS OFFICE

416-248-3248

TR & COMM, SURVEYS AND PLANS OFFICE, Highway Engineering Div provides the ministry with: aerial and ground surveys relative to remote sensing, computer graphics, photogrammetric plans, cartographic maps, legal survey plans and documents. Maps are available to the public. Contact regional or district offices.

TR & COMM SYSTEMS RESEARCH ACOUSTICS

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Acoustics Research Program studies noise from highways and other transportation components to: reduce excessive noise, understand its effects and develop standards for control. Develops noise barriers; studies noise of pavement surfaces and traffic, and assesses impact of trains.

TR & COMM SYSTEMS RESEARCH AUTOMOTIVE

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Automotive Vehicle Energy Management Program studies use of fuel by road vehicles to support fuel conservation legislation and direct the energy management program. Examines, tests and implements fuel conservation measures. Studies alternative fuels, especially methanol.

TR & COMM SYSTEMS RESEARCH COMMERCIAL VEHICLES

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Commercial Vehicles Operations & Safety Program studies: stability of vehicles, braking and handling including effects of mechanical and structural condition as related to operational performance and safety, impact of new vehicle standards and provincial highway regulations on safety, driver characteristics and commercial vehicles accidents data and statistics.

TR & COMM SYSTEMS RESEARCH HIGHWAY WAYSIDE

416-248-7141

TR & COMM, SYSTEMS RESEARCH DEVELOPMENT BR, through the Highway Wayside Equipment Research Program develops traffic barriers to protect maintenance personnel on highways from hazard of impacting vehicles. Develops illumination design systems, guide rails and barriers. Monitors highway lighting performance and develops means of saving energy in city street lighting.

TR & COMM SYSTEMS RESEARCH HUMAN SOCIAL ECONOMIC

416-248-7191

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics, i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-

a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and highways and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving, i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highways lighting design, implication of energy future, etc.

TR & COMM SYSTEMS RESEARCH TRANSIT SYSTEMS

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Transit Systems Program conducts research in: Wheel-Rail Technology (e.g. study & simulation of stability and curving of rail vehicles, noise generated by wheel-rail interaction); Transit Infrastructure (e.g. elevated guideway design for light rail transit, simulation studies of vehicle & guideway interactions, establishment of Ont. highway bridges design codes); Electrical Motor Performance with respect to vehicle propulsion and performance studies of battery-powered electric vehicles; Other Transit Systems Applications, e.g. car pooling, dial-a-bus, transit demand modelling, bus applications & operations, computer modelling of various operating strategies; Transit Systems Reliability to aid in planning of maintenance facilities & spares provision and to develop reliability models for different transit systems.

TR & COMM SYSTEMS RESEARCH TRANSPORTATION SYSTEMS

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Transportation Systems Management & Control Program carries out research and development in transportation systems management to promote more efficient use of existing resources in moving people and goods. Projects include computerized freeway surveillance and control of the Queen Elizabeth Way, conceptual design of computerized area traffic control system for small cities. Maintains a library of traffic flow computer programs and control systems.

TR & COMM URBAN & REGIONAL PLANNING OFFICE

416-248-3727

TR & COMM, URBAN & REGIONAL PLANNING OFFICE provides ministry and government officials with long range travel forecasts and evaluations, transportation plans, development strategies, policies and programs. Administers financial assistance to municipalities for transportation planning studies.

TR & COMM VEHICLE LICENSING & CONTROL OFFICE

416-965-7168

TR & COMM, VEHICLE LICENSING & CONTROL OFFICE, Licensing & Control Branch registers and issues licences for all motor vehicles, trailers and snow vehicles (e.g. snowmobiles). Licenses premises used for repairing motor vehicles (e.g. garages); licenses all for-hire truck operations under the Public Commercial Vehicles (PCV) Act and all bus and charter operations under the Public Vehicles (PV) Act (see Tr & Comm Highway Carrier Licensing Section). Although management and control of program is administered at Queen's Park, licensing is available throughout Ontario through agents at 300 locations. For questions on how to get licences for vehicles and garages contact local agent or Agents Issuing Section 965-1226, Queen's Park Licensing 965-2206, or Downsview Motor Vehicles Licensing 248-7171, Highway Carrier Licensing (PCV & PV) 248-7146. For information on ownership of vehicles see TR & COMM Vehicle Records & Information.

TR & COMM VEHICLE RECORDS & INFORMATION

416-965-1500

TR & COMM, VEHICLE RECORDS & INFORMATION, Licensing & Control Br provides information on vehicles to the police (965-4395) & for a fee to insurance companies, legal firms & the public. Write to: Vehicle Records Section, Min. of Transportation & Communications, Ferguson Block, Queen's Park, Toronto M7A 2A2; or go in person to Macdonald Block, Queen's Park or District Offices. Search Group (965-1563) provides current or historical (to 4 years) data on vehicles ownership & description, searched by plate number, owner's name or serial number. Insurance information is restricted to insurance companies & legal firms. Fee is $3.00. Terminal Operations (965-9545) issues replacement copies of lost vehicle permits at $2. Inquire about replacements already applied for at 965-4620. Public Resolve Group (965-3635) helps correct records on vehicles when parking summonses & warrants were wrongly issued, or vehicles were sold & purchaser failed to complete transaction.

TRADE

416-965-7119

IND & TOUR, INDUSTRY & TRADE ANALYSIS BR Economic Analysis Section (965-5354) analyzes major economic issues to develop recommendations that will enhance the Ontario business environment. Market Research Section (965-4347) collects and analyzes international **trade** and domestic market data to assist expansion and diversification of Ontario manufacturing industry. Provides statistics and market data to industrial development and marketing officers and to the business community. Provides name of manufacturers of unusual or hard to find products. Publishes 'Ontario in Statistics' and 'Ontario Exports by Countries and Commodities', available on request.

IND & TOUR, INDUSTRY & TRADE DEVELOPMENT, responsible for the ministry's international operations, is decentralized into three areas: NORTH AMERICA BR (965-1015), EUROPE BR (965-5715), SPECIAL AREAS BR (965-5288). Assists business and the manufacturing industry in developing **trade** leads and sales outlets. Investigates marketing problems; screens potential licensees or joint ventures partners; assists in capital projects abroad. Organizes **trade,** technology and business opportunity missions, international **trade** fairs. Counsels foreign companies seeking manufacturing investment opportunities in Ontario. North America Br has offices in New York, Chicago, Los Angeles. Europe Br covers all European countries with offices in Brussels, Frankfurt, London, Milan, Paris & Stockholm. Special Areas Br deals with remaining areas and has offices in Tokyo. This branch also assists architects, engineers, heavy equipment manufacturers in obtaining international capital projects.

416-965-4566

IND & TOUR, MANAGEMENT SERVICES BR provides the ministry with administrative services. See first entry under Administrative Services for a description of this function. Also provides the ministry with foreign language services (965-1587). Operates a library (965-3365) that has information on international **trade,** technology, tourism, small business, industry and related subjects. Permits access to its facilities for research purposes.

416-965-4011

IND & TOUR, STRATEGIC PLANNING BR assists offices of the Minister, Deputy Minister and Ministry Planning Committee. Provides: strategic planning for development of industry, **trade** and tourism in Ontario; program evaluation procedures and ministry

management-by-results reporting format. Coordinates special projects and research into issues that the ministry may be involved with in the future.

416-965-2999
TE & IA, ECONOMIC POLICY BR researches and advises the Ministry on medium and long term socio-economic policies and strategies. Studies foreign investment, foreign **trade** policy, Competition Act, housing, energy, and anti-inflation programs.

TRADE CERTIFICATION

416-965-4211
COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial training (manpower training) programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and **trade certification.** Contact local Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed youth (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Employment Centre. OCAP Administration Office in Queen's Park is at 965-0668.

TRADE SCHOOLS
Trade Schools, see Private Vocational Schools

TRADE UNIONS
Trade Unions, see Unions

TRAFFIC

416-965-7338
ATT GEN, CROWN ATTORNEYS' OFFICE, Judicial District of York prosecutes all Criminal Code of Canada offences occurring within this Judicial District. Crown Attorneys inform police, lawyers and the public on general matters related to such offences. Members attend coroners inquests as agents for the Solicitor General. The office supervises prosecutions of Highway **Traffic** Act offences in Provincial Courts within the Judicial District. Office activities include keeping of County Court Clerk's records, issuance of court papers and subpoenae, preparation of probation orders, collection of fines and restitution, holding bail monies for disposition, issuance of bailiff's licence and investigating complaints against bailiffs. Inquiries on these matters outside the Judicial District of York should be referred to the Crown Attorney for the appropriate county or judicial district.

416-965-7523
ATT GEN, PROVINCIAL COURTS CRIMINAL DIV, METRO Toronto deal with all criminal charges under the federal and provincial statutes and by-laws of the Municipality of Metropolitan Toronto and its boroughs. This includes **traffic** violations. Parking tags issued by the Metro Police are payable at the Courts offices (965-7534 if paid in person; 965-7515 if paid by mail). Summons Issuance (965-2177) issues summonses for minor criminal and liquor law violations. For inquiries re: payment of fines following conviction and driver's licence suspension for non-payment of fines, call 965-7537. Questions on bail procedures to release a person from custody should be made to the Justice of the Peace of any of the court's branches

or to the Bail Office (965-7522). Civil marriages are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

416-965-5444

SOL GEN, OPP, TRAFFIC INVESTIGATION BR enforces vehicle **traffic** laws. Investigates complaints about all aspects of **traffic** and analyzes collisions of vehicles to determine how to make highways safer.

416-248-3781

TR & COMM, MAINTENANCE BR, TRAFFIC ENGINEERING Office develops and implements policies, standards and procedures for **traffic** control devices such as traffic signs, signals, illumination, speed limits, etc. Develops improvements in **traffic** control techniques and devices and assists in municipal studies and improvements. Provides **traffic** data collection service for other branches of the ministry. Conducts Freeway Surveillance Program. Contact regional or district offices.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Acoustics Research Program studies noise from highways and other transportation components to: reduce excessive noise, understand its effects and develop standards for control. Develops noise barriers; studies noise of pavement surfaces and **traffic,** and assesses impact of trains.

416-248-7191

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road transportation by studying driver, vehicle and roadway operating characteristics, i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public transportation service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of transportation as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and highways and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving, i.e., **traffic** accident cost investigations, cost effectiveness of road dust treatments, economic models for highways lighting design, implication of energy future, etc.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Transportation Systems Management & Control Program carries out research and development in transportation systems management to promote more efficient use of existing resources in moving people and goods. Projects include computerized freeway surveillance and control of the Queen Elizabeth Way, conceptual design of computerized area **traffic** control system for small cities. Maintains a library of **traffic** flow computer programs and control systems.

TRAILERS

416-965-7168

TR & COMM, VEHICLE LICENSING & CONTROL OFFICE, Licensing & Control Branch registers and issues licences for all motor vehicles, **trailers** and snow vehicles (e.g. snowmobiles). Licenses premises used for repairing motor vehicles (e.g. garages); licenses all

for-hire truck operations under the Public Commercial Vehicles (PCV) Act and all bus and charter operations under the Public Vehicles (PV) Act (see Tr & Comm Highway Carrier Licensing Section). Although management and control of program is administered at Queen's Park, licensing is available throughout Ontario through agents at 300 locations. For questions on how to get licences for vehicles and garages contact local agent or Agents Issuing Section 965-1226, Queen's Park Licensing 965-2206, or Downsview Motor Vehicles Licensing 248-7171, Highway Carrier Licensing (PCV & PV) 248-7146. For information on ownership of vehicles see TR & COMM Vehicle Records & Information.

TRAILS

416-527-1158

CULT & REC, ROYAL BOTANICAL GARDENS (RBG) in Hamilton consists of 2000 acres of developed gardens and natural areas, 27 miles of interpretive nature **trails.** Educational programs range from courses on horticulture and botany, design with plant material, to credit courses at universities. The RBG also offers the public extensive horticultural information on ornamental, native and poisonous plants, edible and poisonous mushrooms, and information on ornithology. Tours can be arranged. Participates in Outreach Ontario and Festival Ontario.

416-965-2745

NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, **trails** and park concessions. Cooperates with federal government and municipalities to plan parks. For general information on parks contact 965-3081 and for park vacancy reports during the summer months call 967-0427 8:00 a.m. to midnight. Also contact district offices.

TRAINING

Training, see Industrial Training, also Institutional Training, also Rehabilitation

TRAINING SCHOOLS

416-965-7683

COMM SOC, MANAGEMENT & ANALYSIS BR provides care to children or juveniles committed under the Juvenile Delinquents and **Training Schools** Act. Coordinates services associated with **training schools,** probation and aftercare, group homes, special rates homes and foster homes across Ontario. The branch also conducts program and financial analysis for the Children's Services Division.

416-965-2663

EDUC, SPECIAL EDUCATION BR operates education programs for some exceptional students outside the normal school structure in schools for the blind and deaf, in developmental centres schools for the retarded, developmentally handicapped and emotionally disturbed, and in **training schools** for juveniles. Runs Teacher Education Centre in Belleville to train teachers of the deaf. School boards may use resources of schools re: assessment, programming, teacher education and for instruction materials. Branch advises Minister on program policy for exceptional students; provides liaison with Minister's advisory council, professional and parent groups, and other ministries to improve programs for exceptional children. In cases of learning disabilities the branch provides counselling, resources and

guidelines to school boards for boards' programs within the school system. Coordinates Ministry summer courses for teachers of exceptional students.

TRANSCRIPTS

416-965-2624

EDUC, INFORMATION SYSTEMS & RECORDS BR is in charge of: issuance of certificates to elementary and secondary school teachers (965-2600), evaluation of teaching qualifications (965-6126), evaluation of foreign educational documents of landed immigrants for employment or study at the elementary and secondary school levels (965-1356), admission of teachers to Ministry summer courses (965-4487), secondary school diplomas and scholarships (965-7291), secondary school bursaries (965-2236), **transcripts** of student records (965-7291), **transcripts** of training courses for teachers (965-2600), and inspection of private schools (965-6802). The Branch also provides coordination, research and evaluation of management information gathered from school boards, schools, teachers and students (965-6802). Compiles, analyzes and disseminates statistics relating to all aspects of education (965-2660).

TRANSIT

Transit, see also Transportation.

416-630-2635

TORONTO AREA TRANSIT OPERATING AUTHORITY (TATOA) was created to design, establish and operate an inter-regional **transit** system serving Metro Toronto and the regional municipalities of Peel, Durham, Halton, Hamilton-Wentworth and York. Manages GO Transit, a commuter railway service operated by Canadian National Railways, and a commuter bus service operated by Gray Coach Lines and Trailways of Canada. For information on timetables and fares phone local GO Transit number (in Toronto, 630-3933). TATOA reports to the Legislature through the Minister of Transportation & Communications.

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways, for the purchase of capital assets and to offset operating deficits for public **transit.** Coordinates demonstration **transit** projects to assist municipalities in planning new and improving existing transportation services (248-3785). Develops planning policies for provincial highways system and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airport systems and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities and is involved in public participation programs of ministry projects (248-3931).

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the **Transit** Systems Program conducts research in: Wheel-Rail Technology (e.g. study & simulation of stability and curving of rail vehicles, noise generated by wheel-rail interaction); **Transit** Infrastructure (e.g. elevated guideway design for light rail transit, simulation studies of vehicle & guideway interactions, establishment of Ont. highway bridges design codes); Electrical Motor Performance with respect to vehicle propulsion and performance studies of battery-

powered electric vehicles; Other **Transit** Systems Applications, e.g. car pooling, dial-a-bus, transit demand modelling, bus applications & operations, computer modelling of various operating strategies; **Transit** Systems Reliability to aid in planning of maintenance facilities & spares provision and to develop reliability models for different transit systems.

TRANSLATION

416-965-2891

CULT & REC, TRANSLATION BUREAU provides **translation** services for government ministries and special purpose bodies on a charge-back basis. Also provides a free service for landed immigrants who need official documents translated into English in order to find work or pursue their training in Ontario.

TRANSPLANTS

Organ transplants, see Sol Gen Chief Coroner's Office

TRANSPORTATION

Transportation, see also Transit.

705-472-4500

NORAFFAIRS, ONTARIO NORTHLAND TRANSPORTATION Commission (ONTC) in North Bay supervises **transportation** services in Northern Ontario such as air services (norOntair), highways services, railway services (including the Polar Bear Express and the Northlander), marine services (including ferry services to Manitoulin and cruises on Lake Nipissing) and telecommunications services. The Ontario Northland Transportation Commission has a sales office in Toronto, phone: 965-4268.

416-965-5454

TE & IA, ECONOMIC ANALYSIS BR monitors economic and social developments in Ontario, Canada and elsewhere. Provides provincial government with consultative services on short-term consequences for Ontario of proposals from government and the public. Studies include natural resources, **transportation,** energy and labour aspects.

416-248-3789

TR & COMM, COORDINATOR INTERGOVERNMENTAL RELATIONS coordinates intergovernmental relationships between Ontario and the other provinces and the federal government in the field of **transportation** and communications. The federal relationship is conducted partly through the Federal-Provincial Committee on Ontario Region Transportation (FPCORT).

416-248-3634

TR & COMM, ECONOMIC POLICY OFFICE develops economic policies for the **transportation** sector. Assists small business with shipping problems. Divided into three sections: Modal Studies (248-3744); Forecasting and Market Studies (248-3756); and **Transportation** Pricing (248-3634).

416-248-3355

TR & COMM, ENGINEERING RESEARCH & DEVELOPMENT BR undertakes technical and scientific research on pavements, structures, materials, earth and environment technology resources and value engineering as related to **transportation** facilities. Research

reports are published. The branch's Metric Office coordinates the ministry's metrication program.

416-248-7226

TR & COMM, MANAGEMENT INFORMATION & TESTING SYSTEMS OFFICE provides: testing facilities for full-scale research on vehicles and **transportation** equipment, instrumentation design, construction and application assistance on all testing needs. Performs data processing for the Research & Development Division. Edits and publishes technical information including associated art work. Manages heavy equipment and management systems for the division and research and development pilot projects for the ministry.

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways, for the purchase of capital assets and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing **transportation** services (248-3785). Develops planning policies for provincial highways system and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and zoning so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airport systems and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities and is involved in public participation programs of ministry projects (248-3931).

416-965-1845

TR & COMM, ONT HIGHWAY TRANSPORT BOARD, an administrative tribunal, serves the people of Ontario by certifying to the Minister of Transportation & Communications the public necessity and convenience of **transportation** services on highways, resulting in the issuance of licences (e.g. Public Vehicles & Public Commercial Vehicles) for the carriage of goods and/or passengers for compensation.

416-248-7191

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Human, Social and Economic Research Program improves safety and operational efficiency of road **transportation** by studying driver, vehicle and roadway operating characteristics, i.e., effectiveness of seat belt legislation and lowered speed limits, drinking and driving, driver education. Improves public **transportation** service acceptability by studying rider attitudes, preferences and behaviour concerning conventional modes of **transportation** as well as Dial-a-Bus and Trans-Cab. Studies social impact of ministry undertakings through citizen involvement procedures. This includes effect of noise, impact of constructing new roads and highways and effect of energy future. Economic Unit creates economic models and performs economic analysis for use in problem solving, i.e., traffic accident cost investigations, cost effectiveness of road dust treatments, economic models for highways lighting design, implication of energy future, etc.

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the Queen Elizabeth Way, conceptual design of computerized area traffic control system for small cities. Maintains a library of traffic flow computer programs and control systems.

416-248-3727
TR & COMM, URBAN & REGIONAL PLANNING OFFICE provides ministry and government officials with long range travel forecasts and evaluations, **transportation** plans, development strategies, policies and programs. Administers financial assistance to municipalities for **transportation** planning studies.

TRANSPORTATION & COMMUNICATIONS
Transportation & Communications, Ministry of, see TR & COMM Branch Name

TRANSPORTATION RESEARCH
Transportation and related research, see TR & COMM Systems Research & Development Br Section Name.

TRAPPING
Trapping, see Fur

TRAVEL
Travel, see also Travel Information

416-963-0441
CCR, CENTRAL REGISTRATION BR provides actual registration functions and maintains central registry of any business registered under the following Acts: Consumer Protection (registration and bonding of itinerant sellers), Motor Vehicle Dealers, Real Estate and Business Brokers, **Travel** Industry and dealers of paperbacks and periodicals. Answers inquiries from government agencies and the public as to whether such a business establishment is registered. For registration call 963-0446; for renewals 963-0444, and for revisions 963-0448.

416-965-4728
CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, **travel** agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the **Travel** Industry Act.

416-963-0321
CCR, CONSUMER SERVICES BUREAU answers consumer inquiries & attempts to mediate consumer complaints arising from the purchase of goods or services, borrowing money & deceptive or unfair business practices. Nine Consumer Services Bureaux across Ontario handle such complaints under these regulatory Acts: Bailiffs (private bailiffs),

Business Practices, Collection Agencies, Consumer Protection Bureau, Consumer Reporting, (credit reporting and personal investigation agencies), Mortgage Brokers, Motor Vehicle Dealers, Paperback & Periodical Distributors, (wholesalers of paperbacks & periodicals), Pyramidic Sales (pyramidic schemes), Real Estate & Business Brokers, Travel Industry (**travel** agents & wholesalers). The Business Practices Act specifies some practices considered to be deceptive, unfair or unconscionable and provides the consumer with redress procedures.

416-963-0418

CCR, TRAVEL INDUSTRY ACT, to protect the financial interests of Ontario travellers, and to ensure ethical conduct and good **travel** service, requires the registration of **travel** agents and wholesalers. Complaints are investigated. Contact Queen's Park or regional offices.

416-965-5764

IND & TOUR, TOURISM MARKETING BR promotes tourism, conventions and sales meetings in Ontario, in the United States and overseas. Ontario Travel Information (965-4008) provides **travel** counselling to the public by supplying information and publications on events, exhibitions, attractions, facilities and tours. Provides up-to-date ski and road reports, campgrounds vacancy information and fall colour reports. In Toronto call or visit the **travel** centre at 900 Bay St., Room M1-34-i, Macdonald Block. Elsewhere in Ontario call or visit Travel Information Centres. The branch also provides financial assistance to twelve Regional **Travel** Associations through the Ontario Travel Association Program and advertises Ontario to the consumer travel trade and conventions markets (965-9991).

416-965-3475

IND & TOUR, TOURISM OPERATIONS BR advises tourism establishment owners and prospective entrepreneurs, municipal officials, chambers of commerce, local tourism groups and regional **travel** associations on planning, development and marketing of tourist facilities, attractions and events. Operates travel information centres with year-round **travel** counsellors at major border crossing points, and 30 summer **travel** centres located at secondary border crossings and along Highway 401. Issues licences to tourism establishments and takes complaints about them. Assists with the implementation of Ontario Travel Association Program (OTAP). Reference materials, publications, and statistics available. Contact Regional Office.

TRAVEL INFORMATION

416-965-5764

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416-965-3475
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TREASURY BILLS

416-965-2914
TE & IA, FINANCE MANAGEMENT BR provides management and direction to the Province's requirements in the areas of cash management, debt management, finance structure and policy. Specifically, the Branch controls and manages the government's cash flows to ensure that obligations are met without default and that surplus funds are invested; issues and retires Province of Ontario debt securities (debentures) and **treasury bills.** Provides direction to government debt management requirements and coordinates overall debt policy regarding public and non-public financing of the Province, Ontario Hydro and all boards, commissions and agencies utilizing provincial guarantee. Provides research, policy recommendations and policy implementation in public finance to ensure sound strategy and to preserve Ontario's credit worthiness.

TREASURY ECONOMICS & INTERGOVT AFFAIRS
Treasury, Economics & Intergovernmental Affairs, Ministry of, see TE & IA Branch Name.

TREES
Trees, see Forests, also Reforestation, also Christmas Trees.

TRENT CANAL
Trent Canal, see Nat Res Can-Ont Rideau-Trent-Severn Secretariat

TRUCK
Truck, see also Tr & Comm Ont Highway Transport Board

416-248-7146
TR & COMM, HIGHWAY CARRIER LICENSING SECTION, Licensing & Control Branch issues licences to public vehicles (PV), e.g. bus and charter operations and to public commercial vehicles (PCV), e.g. trucks, **truck** tractors and freight forwarders operating in Ontario beyond the urban municipality. Applications for cartage licences within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.

416-965-7168
TR & COMM, VEHICLE LICENSING & CONTROL OFFICE, Licensing & Control Branch registers and issues licences for all motor vehicles, trailers and snow vehicles (e.g. snowmobiles). Licenses premises used for repairing motor vehicles (e.g. garages); licenses all

for-hire **truck** operations under the Public Commercial Vehicles (PCV) Act and all bus and charter operations under the Public Vehicles (PV) Act (see Tr & Comm Highway Carrier Licensing Section). Although management and control of program is administered at Queen's Park, licensing is available throughout Ontario through agents at 300 locations. For questions on how to get licences for vehicles and garages contact local agent or Agents Issuing Section 965-1226, Queen's Park Licensing 965-2206, or Downsview Motor Vehicles Licensing 248-7171, Highway Carrier Licensing (PCV & PV) 248-7146. For information on ownership of vehicles see TR & COMM Vehicle Records & Information.

TRUST COMPANIES

416-963-0471

CCR, FINANCIAL INSTITUTIONS DIV issues licences to and regulates loan companies, insurance companies, investment contract companies, **trust companies,** prepaid hospital and medical associations, mutual benefit and fraternal societies. Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes, and on deposits and mortgages with loan and **trust companies.** Licenses insurance agents, brokers, salesmen, adjusters and investigates complaints. Deposits in credit unions and caisses populaires are insured with the Ontario Share & Deposit Insurance Corporation (OSDIC) (759-9778).

TRUSTEE

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private **trustee.** May also be appointed Executor under a will. The Public **Trustee** is authorized to accept private trusts, Powers of Attorney, etc. Advises charitable organizations of legacies from wills and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

TUBERCULOSIS

416-965-2301

HEALTH, CLINIC SERVICES BR Chest Disease Service provides diagnostic services for **tuberculosis** and other respiratory diseases and ambulatory treatment for **tuberculosis** through district chest clinics. Conducts chest examination of miners. Also processes applications of prospective immigrants with chest problems.

TURKEY

Turkey, see Ag & Food Farm Products Marketing Board.

TURTLE

416-965-5134

NAT RES, ADMINISTRATIVE SERVICES BR, besides the usual administrative services functions, serves the public through these units: Aerial Photo Unit (965-1123) which provides aerial photographs; Map Unit (965-6511) which provides topographical and geographical maps including canoe routes. Publications on mining are also available (965-1348). For a

description of administrative service functions, see first entry under Administrative Services. The branch also provides information on frog, **turtle** & snake identification.

TVONTARIO

416-484-2600

CULT & REC, OECA. The Ontario Educational Communications Authority, an autonomous provincial Crown corporation, administers educational broadcasting in Ontario. OECA operates an educational television network, **TVOntario,** with outlets in Toronto (Channel 19), Ottawa (Channel 24), Kitchener (Channel 28), London (Channel 18), Chatham (Channel 19) & Windsor (Channel 32). In the summer of 1978 **TVOntario** will service Thunder Bay (Channel 9), Sudbury (Channel 19), Saulte Ste Marie (Channel 20); other northern areas are reached by microwave cable link. Broadcast day extends for 16 hours with programs aimed at pre-school, in-school, teachers & adult learners. OECA also operates the Provincial Broadcast Service for 2-3 hours using facilities of CBC, its affiliates & private stations. Provides: a cable package for viewers in areas not reached by TVOntario, video & audio tapes through its VIPS Distribution Systems.

UNCONDITIONAL GRANTS

416-965-3505

TE & IA, INTERGOVERNMENTAL FINANCE & GRANTS POLICY BR coordinates provincial policy on transfer payments to local sector. Advises Cabinet on proposed changes to existing provincial-municipal grants structure, including deconditionalizing of various specific grants. Develops budget options for assistance to municipalities and monitors Ontario's revenue sharing commitment. Advises Treasurer and Cabinet on options for and administers all **unconditional grants,** valued at over $450 million in 1978. Reviews and coordinates provincial policy in federal-provincial shared-cost programs, and federal-provincial equalization formula. Provides assistance to other provincial ministries in negotiations with federal government.

416-965-1671

TE & IA, MUNICIPAL FINANCE BR analyzes and evaluates the financial performance of Ontario's local governments; develops budget options for local sector finance; publishes annual report on Ontario local government finance; maintains: a municipal finance data system, a mill rate summary, and a register of provincial grants to local sectors; develops and implements a system of real property taxation in Ontario; studies and proposes amendments to legislation concerning municipal finance; administers the transitional and special transfer payments made under the **Unconditional Grants** Act; administers loans programs (965-2451) of the Ontario Municipal Improvement Corporation (OMIC), Ontario Education Capital Aid Corporation (OECAC) and Ontario Universities Capital Aid Corporation (OUCAC).

UNEMPLOYMENT

Unemployment, see Labour Research

UNIONS

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals

which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6426) hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union (OPSEU), the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6426) hears any appeal re union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate disputes between employees and **unions** re wages, collective agreements, etc.

416-965-0204

LABOUR, ONTARIO LABOUR RELATIONS BOARD administers those sections of the following acts which establish collective bargaining rules: Ontario Labour Relations Act for employers & employees in the private sector within provincial jurisdiction; Hospital Labour Disputes Arbitration Act for employees in hospitals; Colleges Collective Bargaining Act. Also administers unfair declarations of strikes and lockouts and consents to prosecute under the School Boards and Teachers Collective Negotiations and Provincial Schools Negotiations Acts. The Ontario Labour Relations Board deals with certification of employee trade **unions** and construction industry employer organizations; investigates unfair labour practice by **unions** and employers; rules on the legality of strikes and lockouts; conducts arbitration hearings for the construction industry. The Board cannot advise on rights and duties in situations that may come before it.

UNITED WAY

416-965-6489

CIV SERV, ADMIN SERVICES BR, COMMUNITY Liaison Section assists local community funds such as the **United Way,** the Canadian Cancer Society, etc. by organizing the voluntary contributions of Ontario government employees. Establishes blood donor clinics for Ontario Government employees in the Toronto area.

UNIVERSITIES

416-965-6134

COLL UNIV, INFORMATION RESOURCES BR. Information Services Section performs duties described in first entry under Information Service, particularly as they relate to the Ontario Student Assistance Program (student awards), apprenticeship (manpower training), and post-secondary educational institutions such as **universities,** Ryerson Polytechnical Institute, Ontario College of Art, Colleges of Applied Arts and Technology, and registered private vocational schools. The Library Services Section (965-1451) runs a specialized library and provides reference services. The Data Systems Section (965-5477) maintains statistics on enrolment of students in post-secondary educational institutions throughout the province and provides statistical data support for the ministry's planning, policy-making and administrative activities. The Review and Development Section (965-5477) provides the ministry with consulting services related to design, development and implementation of research projects.

416-965-2150

COLL UNIV, INSTITUTIONAL ACCOUNTING and Architectural Services Br administers all transfer payment programs (operating grants: 965-5237, and capital funding:

965-5238) to **universities** and Colleges of Applied Arts and Technology (CAAT) and related institutions. Prepares claims on federal-provincial cost sharing programs (965-5239). Maintains an overview of the physical facilities of **universities** and colleges, and provides architectural advice to the ministry (965-6563).

416-965-5233
COLL UNIV, ONTARIO COUNCIL ON UNIVERSITY AFFAIRS (OCUA) advises the Minister of Colleges and Universities and the Lieutenant Governor in Council on matters concerning the 15 provincially-assisted **universities,** Ryerson Polytechnical Institute, the Ontario Institute for Studies in Education, the Ontario College of Art, and the Bar Admission Course (Law Society Of Upper Canada). For general information re **universities,** contact Coll Univ Information Resources Branch, Toronto, 965-6134.

416-965-3870
COLL UNIV, UNIVERSITY AFFAIRS DIV is responsible for administering the provincial grants to Ontario **universities.** In this regard the division develops and analyzes policy proposals with reference to university operations and their funding, implements policy decisions and maintains ministry-advisory council relations and university-government relations in general. Answers inquiries about admissions policy and manpower planning.

UNMARRIED MOTHERS

Unmarried Mothers, see Mothers.

UNORGANIZED TERRITORIES

416-965-1170
HEALTH, COMMUNITY HEALTH PROTECTION BR, NOPHS (Northern Ontario Public Health Services) provides direct public health services to the **unorganized territories** in Northern Ontario which are not served by local health units. Also provides public health inspection service to industrial camps in these areas. Contact regional office. See also other sections in Health Community Health Protection Br described separately.

416-965-3352
HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which provides financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and zoning bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for **unorganized territories,** funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants. Municipalities are responsible for designating sites for mobile homes by passing zoning bylaws under the Planning Act.

416-965-3707
NORAFFAIRS, MINISTRY OF NORTHERN AFFAIRS (B). This ministry was established to coordinate Gov't. of Ontario services in Northern Ontario, to promote projects & programs in that area and to give people of the North a greater say in government. Ministry responsibilities include: The Regional Priority Budget in Northern Ontario adminis-

tered by the Program Planning Br, Isolated Communities Assistance Fund for **unorganized territories** administered by the Regional Offices, community and regional development including townsite and community planning and infrastructure, airport construction and telecommunications in the remote North, transportation services such as norOntair & Ontario Northland Railway (Ontario Northland Transportation Commission), resource access roads (Northern Ontario Resource Transportation Committee), and Community Service Offices throughout the North. See also Noraffairs Community Service Offices, & Noraffairs Ministry of Northern Affairs (A).

416-965-1160

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Answers questions on corporations tax exemptions under the Venture Investment Corporations Act (965-4040). Also answers land tax inquiries from taxpayers in **unorganized territories** in Ontario and gives corporations tax and land tax refunds. For information on Land Transfer and Land Speculation Taxes, call 965-1774.

UPHOLSTERED AND STUFFED ARTICLES

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor vehicles dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of **upholstered and stuffed articles,** distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-965-2127

CCR, UPHOLSTERED AND STUFFED ARTICLES BR registers renovators and manufacturers of **upholstered and stuffed articles;** inspects premises of registrants as well as retailers of these articles. Investigates consumer complaints about stuffed furniture, mattresses, pillows, clothing materials, toys, etc. and tests filling material submitted to the branch. Contact Queen's Park or regional offices.

UPPER CANADA VILLAGE

613-543-2951

NAT RES, ST LAWRENCE PARKS COMMISSION, Morrisburg, Ontario operates and maintains parks, campgrounds and historic sites, from the Ontario-Quebec border to 30 miles west of Kingston on Highway 33. Historic sites are Old Fort Henry at Kingston and **Upper Canada Village** east of Morrisburg. Other facilities include a Wildfowl Sanctuary, an 18 hole golf course, a railroad museum, nature trails and Pioneer and Loyalist memorials. Winter

recreation facilities include cross-country skiing, snowmobiling, tobogganing, snowshoeing. A maple sugar bush, skating and horse drawn sleigh rides operate at Upper Canada Village. A marina and riding stable are operated as concessions on Commission lands.

URBAN RENEWAL

Urban Renewal, see Housing Community Renewal Br A.

URN GARDENS

Urn Gardens, see Cemeteries

USED CAR

Used Car, see CCR Motor Vehicle Dealers Br.

VACATION PAY

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and working conditions in Ontario, including minimum wage, overtime pay, **vacation pay,** hours of work, public holidays, maternity leave, equal pay for equal work, termination of employment and equal benefits. May also collect unpaid wages on behalf of employees. Provides means for employees and employers to jointly petition Government for a schedule of wages and working conditions for their particular industry or trade. Also regulates and licenses employment agencies (965-0631). Provides for setting of wages rates and working conditions for construction industry and maintenance workers employed on government contracts. Employment Adjustment Services (965-3303) provides consulting services to employers and employees on termination of employment legislation and on adjustment programs available in situations of mass terminations of employment. Contact regional office.

VACCINE

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, VETERINARY Public Health Consultants help to control disease common to man and animals (zoonoses) such as rabies, salmonellosis, brucellosis, etc. Consultants advise Public Health Officers and physicians and project need for **vaccine,** serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

416-965-4094

HEALTH, COMMUNITY HEALTH PROTECTION, COMMUNICABLE DISEASES Section controls communicable disease by collecting data and keeping local Public Health Officers aware of disease trends. Provides Medical Officers with drugs for immunization and for treatment of leprosy, and with rabies **vaccine** and snake antivenin. Provides supplementary field service when necessary, to prevent and control disease. See also other sections in Health Community Health Protection Br described separately.

VEGETABLES

416-965-1058

AG & FOOD, FARM PRODUCTS INSPECTION BR regulates the inspection and grading of twenty-five farm products plus flue-cured and burley tobacco, honey, maple syrup, Christmas trees, tomato seedlings. Offers technical advice to growers and producers. Checks controlled-atmosphere storages for proper oxygen and carbon dioxide levels. Assists in submitting information on conditions of seasonal crops. Licenses and controls dealers of fruit & **vegetables.** Issues licences to nurseries, and controls disease found in them. Licenses controlled-atmosphere storages and packers of controlled-atmosphere apples. Controls neglected orchards. Informs the public on all aspects of food (fruit, **vegetables,** honey) production, packaging, wholesaling and retailing. Contact county or district office.

416-965-2124

AG & FOOD, FARM PRODUCTS MARKETING BOARD administers the Farm Products Marketing Act which requires licences of dealers of all regulated food products and processors of some regulated commodities such as asparagus, apples, grapes, tender fruit, potatoes, **vegetables,** soybean, pork and turkey. Regulation is conducted through marketing plans administered by a producer marketing board. A list of these boards is kept by this office.

416-562-4141

AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO conducts horticultural research to increase production and develop new varieties of fruit, **vegetables** and wine. It also aids growers of ornamental plants, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and nurseries.

416-259-5479

AG & FOOD, ONTARIO FOOD TERMINAL BOARD operates the Ontario Food Terminal, a wholesale fresh fruit and produce market to serve all Ontario growers of these farm products. The terminal has cold storage facilities. It plays a major role in the orderly marketing of fruits and **vegetables** in Ontario.

VEGETATION DAMAGE

416-965-5778

ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of vehicles to ensure compliance with auto emission control standards. Operates an air pollution index and alert system and produces air quality reports. Assesses immediate and long-term effects of contaminants on vegetation and investigates **vegetation damage** claims. Conducts studies into technological developments, industrial trends and pollution problems, including hazardous agents and other emissions. Administers environmental research grants. Contact regional office.

VEHICLE THEFT

416-965-8049

SOL GEN, OPP, AUTO THEFT BR provides assistance to all police forces on investigations of organized **vehicle theft** rings and the identification of suspect vehicles.

VEHICLES

Vehicles, see also Government Vehicles. Liens on motor vehicles, see CCR Personal Property Registration Br listed below.

416-965-4728

CCR, COMMERCIAL REGISTRATION APPEAL TRIBUNAL. This Appeal Tribunal holds public hearings to review government administrative decisions denying, refusing to renew, suspending or revoking registration of would-be or now licensed individuals and corporations; to review government originated cease and desist orders respecting advertising, selling and unfair business practices by: real estate and business brokers and salesmen, mortgage brokers, motor **vehicles** dealers and salesmen, bailiffs, consumer credit reporting agencies, collection agencies, pyramidic schemes promoters, itinerant sellers, manufacturers and renovators of upholstered and stuffed articles, distributors of paperbacks and periodicals, travel agents and wholesalers. Also hears any appeal from decisions of the corporation administering the New Home Warranties Plan Act, appeals of credit unions from receiving orders of the Ontario Share & Deposit Insurance Corporation and claimant appeals from decisions of trustees of the compensation fund under the Travel Industry Act.

416-963-0501

CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) provides compensation to victims of accidents caused by drivers of uninsured, stolen and hit and run **vehicles** by administering the Motor Vehicle Accident Claims Act. Funds are received from vehicle owners who pay a penalty to the licensing office when registering their **vehicles** without insurance.

416-963-0411

CCR, MOTOR VEHICLE DEALERS BR registers dealers and salesmen of new and used motor **vehicles.** Investigates complaints received in writing concerning transactions relating to the purchase and sale of motor **vehicles.** Contact Queen's Park or Regional Office.

416-965-7655

CCR, PERSONAL PROPERTY REGISTRATION Branch (phone no. changes to 963-0451 Fall, 1978) operates the Personal Property Security Registration System (PPSR) in which the lender of money can record security interests in personal property (e.g. motor **vehicles)** when property is sold 'on time' or pledged as security for a loan. System also provides an inquiry capability so that a third person can protect himself from security interests or liens when buying personal property or accepting it as collateral for a loan. Inquire through owner's name or motor vehicle serial number by telephone for Deposit Account Holders or in person & by mail upon payment of a fee. Contact local PPSR branch. In Toronto call 965-7359 (963-0461 effective Fall, 1978). System serves the financial community, vehicle dealers, the public. The document creating the security interest is a security agreement (includes chattel mortgage, conditional sale contract, assignment of book debts). The document that is registered is a financing statement.

416-965-5778

ENV, AIR RESOURCES BR sets air quality objectives and emission standards and assesses effect of land use on air quality. Conducts spot checks of **vehicles** to ensure compliance with auto emission control standards. Operates an air pollution index and alert system and produces air quality reports. Assesses immediate and long-term effects of contaminants on vegetation and investigates vegetation damage claims. Conducts studies into technological

developments, industrial trends and pollution problems, including hazardous agents and other emissions. Administers environmental research grants. Contact regional office.

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to municipalities for sewage and water works, and for the collection of derelict motor **vehicles.** Deals with regulations and standards for pollution control relating to septic tanks, derelict motor **vehicles,** litter, pop bottles, waste disposal sites, sewage sludge (especially in the Great Lakes), boating and ice huts. Also deals with the provision of safe drinking water. Contact regional office.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marinas, boating, ice huts, wells, pesticides use, storage and sales, derelict **vehicles** sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

416-965-8049

SOL GEN, OPP, AUTO THEFT BR provides assistance to all police forces on investigations of organized vehicle theft rings and the identification of suspect **vehicles.**

416-965-4456

SOL GEN, OPP, CENTRAL RECORDS & COMMUNICATIONS BR maintains a central police records centre, the Ontario Provincial Police (OPP) teletype network, and Canadian Police Information Centre (CPIC) computer terminals at OPP installations. The branch provides management information; also disseminates information to law enforcement agencies on criminal activities, suspended Ontario drivers, and **vehicles** registration.

416-965-5444

SOL GEN, OPP, TRAFFIC INVESTIGATION BR enforces vehicle traffic laws. Investigates complaints about all aspects of traffic and analyzes collisions of **vehicles** to determine how to make highways safer.

416-248-7154

TR & COMM, DRIVERS & VEHICLES REGIONAL OPERATIONS, through five Regional and thirteen District Offices located throughout Ontario, provides driver examination, vehicle inspection and highway carrier enforcement programs. Driver examination program tests for classified drivers of motor **vehicles** including motorcycles, driver education instructors and issues driver's licence. Vehicle inspection involves commercial motor **vehicles,** auditing of school bus inspections, safety standard certificates, and the operation of portable and permanent inspection lanes. Highway carrier officers inspect commercial motor **vehicles** for compliance with the law on oversize and overweight **vehicles.** Oversize/overweight

permits are issued in districts on an annual, project and special trip basis. Contact district office; in Metro Toronto call Central Region, 248-7163; for inspection lanes, 248-3409.

416-248-7146

TR & COMM, HIGHWAY CARRIER LICENSING SECTION, Licensing & Control Branch issues licences to public **vehicles** (PV), e.g. bus and charter operations and to public commercial **vehicles** (PCV), e.g. trucks, truck tractors and freight forwarders operating in Ontario beyond the urban municipality. Applications for cartage licences within a municipality should be made at the clerk's offices in municipalities. The branch will advise shippers of the extent of authority of any trucking company they may wish to have ship their goods. Contact regional office.

416-248-7226

TR & COMM, MANAGEMENT INFORMATION & TESTING SYSTEMS OFFICE provides: testing facilities for full-scale research on **vehicles** and transportation equipment, instrumentation design, construction and application assistance on all testing needs. Performs data processing for the Research & Development Division. Edits and publishes technical information including associated art work. Manages heavy equipment and management systems for the division and research and development pilot projects for the ministry.

416-965-1845

TR & COMM, ONT HIGHWAY TRANSPORT BOARD, an administrative tribunal, serves the people of Ontario by certifying to the Minister of Transportation & Communications the public necessity and convenience of transportation services on highways, resulting in the issuance of licences (e.g. Public **Vehicles** & Public Commercial **Vehicles)** for the carriage of goods and/or passengers for compensation.

416-248-3548

TR & COMM, PROGRAM DEVELOPMENT BR determines regulatory program needs of drivers and private and commercial **vehicles** by conducting an annual evaluation of their performance. Develops new programs and strategies to meet Ontario's social, economic, environmental and technological needs. Establishes standards for drivers and **vehicles.** Manages the vehicle equipment approval program and investigates accidents in which condition of **vehicles** may have been contributory factor. Develops and modifies procedures for safety standards enforcement. Prepares drafts for proposed legislation and regulations.

416-248-3501

TR & COMM, PUBLIC & SAFETY INFORMATION BR originates & coordinates programs and projects stressing safety in the operation of cars and commercial **vehicles,** school buses, motorcycles, mopeds, bicycles and snowmobiles. Provides information service for the ministry including advertising, press releases, speeches, internal and general publications, radio and TV commercials, audio-visual presentations, exhibits and the 'Go Safely' caravan. Originates and supplies school safety materials and seat belt posters and information. Provides road bulletins and telephone road reporting service for the public and the media on condition of roads and highways in Ontario. For this service in Metro Toronto, contact 248-3561. Elsewhere in Ontario, contact TR & COMM regional or district offices.

416-248-7141

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Commercial Vehicles Operations & Safety Program studies: stability of **vehicles,** braking and handling

including effects of mechanical and structural condition as related to operational performance and safety, impact of new vehicle standards and provincial highway regulations on safety, driver characteristics and commercial **vehicles** accidents data and statistics.

416-248-3771

TR & COMM, SYSTEMS RESEARCH & DEVELOPMENT BR, through the Transit Systems Program conducts research in: Wheel-Rail Technology (e.g. study & simulation of stability and curving of rail **vehicles,** noise generated by wheel-rail interaction); Transit Infrastructure (e.g. elevated guideway design for light rail transit, simulation studies of vehicle & guideway interactions, establishment of Ont. highway bridges design codes); Electrical Motor Performance with respect to vehicle propulsion and performance studies of battery-powered electric **vehicles;** Other Transit Systems Applications, e.g. car pooling, dial-a-bus, transit demand modelling, bus applications & operations, computer modelling of various operating strategies; Transit Systems Reliability to aid in planning of maintenance facilities & spares provision and to develop reliability models for different transit systems.

416-965-7168

TR & COMM, VEHICLE LICENSING & CONTROL OFFICE, Licensing & Control Branch registers and issues licences for all motor **vehicles,** trailers and snow vehicles (e.g. snowmobiles). Licenses premises used for repairing motor **vehicles** (e.g. garages); licenses all for-hire truck operations under the Public Commercial Vehicles (PCV) Act and all bus and charter operations under the Public Vehicles (PV) Act (see Tr & Comm Highway Carrier Licensing Section). Although management and control of program is administered at Queen's Park, licensing is available throughout Ontario through agents at 300 locations. For questions on how to get licences for **vehicles** and garages contact local agent or Agents Issuing Section 965-1226, Queen's Park Licensing 965-2206, or Downsview Motor **Vehicles** Licensing 248-7171, Highway Carrier Licensing (PCV & PV) 248-7146. For information on ownership of **vehicles** see TR & COMM Vehicle Records & Information.

416-965-1500

TR & COMM, VEHICLE RECORDS & INFORMATION, Licensing & Control Br provides information on **vehicles** to the police (965-4395) & for a fee to insurance companies, legal firms & the public. Write to: Vehicle Records Section, Min. of Transportation & Communications, Ferguson Block, Queen's Park, Toronto M7A 2A2; or go in person to Macdonald Block, Queen's Park or District Offices. Search Group (965-1563) provides current or historical (to 4 years) data on **vehicles** ownership & description, searched by plate number, owner's name or serial number. Insurance information is restricted to insurance companies & legal firms. Fee is $3.00. Terminal Operations (965-9545) issues replacement copies of lost vehicle permits at $2. Inquire about replacements already applied for at 965-4620. Public Resolve Group (965-3635) helps correct records on **vehicles** when parking summonses & warrants were wrongly issued, or **vehicles** were sold & purchaser failed to complete transaction.

VENDORS PERMITS

416-965-5772

REVENUE, RETAIL SALES TAX BR administers the collection of Retail Sales Tax by Ontario vendors. This tax is paid to vendors at the time of purchase on certain goods and services consumed in Ontario. The branch operates district offices throughout Ontario which register vendors, issue **vendors permits** and provide information concerning exemptions and

other aspects of the retail sales tax as well as carrying out periodic audits. Tax under the Race Tracks Tax Act is also collected by the branch. In Metro Toronto, call 487-7161.

VENEREAL DISEASE

416-965-4058

HEALTH, COMMUNITY HEALTH PROTECTION BR, VD **(venereal disease)** clinics for the diagnosis and treatment of VD are located throughout the province. Provides advice to physicians re management of VD cases and educates public on all aspects of **venereal disease.** Contact local Public Health unit. In Metro Toronto call any time Tel. 965-3333. Grants are available for VD clinics administered by hospitals or local Boards of Health. See also other sections in Health Community Health Protection Br described separately.

VENTURE INVESTMENT CORPORATIONS

416-963-0223

CCR, ONTARIO SECURITIES COMMISSION (OSC) maintains public files on companies' disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (963-0259). Processes mining and other prospectus offerings of securities as well as applications for transfer or release of securities from escrow (963-0239). Investigates complaints about brokers and salesmen and about actions by companies affecting the value of securities (963-0242). Handles registration of securities dealers, salesmen, underwriters and advisers (963-0228). Also registers **Venture Investment Corporations** under the Venture Investment Corporations Act to provide incentives to investment companies which financially assist small business (963-0259).

416-965-1160

REVENUE, CORPORATIONS TAX BR administers the Corporations Tax Act, the Provincial Land Tax Act and the Railway Fire Charge Act. The branch deals with corporations income tax and capital tax, clearances of liens on sale of real property, consents to revive or surrender charters or to dissolve a corporation voluntarily. Answers questions on corporations tax exemptions under the **Venture Investment Corporations** Act (965-4040). Also answers land tax inquiries from taxpayers in unorganized territories in Ontario and gives corporations tax and land tax refunds. For information on Land Transfer and Land Speculation Taxes, call 965-1774.

VETERANS

416-965-4891

COMM SOC, SOLDIERS AID COMMISSION provides emergency welfare assistance to eligible war **veterans** and/or their dependents who are in need. Administers trust funds accruing from bequests. Contact Commission or closest branch of the Department of Veterans Affairs (DVA) or Royal Canadian Legion.

VETERINARY

AG & FOOD, AGRICULTURAL RESEARCH INSTITUTE OF ONTARIO inquires into research programs on agriculture, **veterinary** medicine and household science. Stimulates interest in agricultural research as a means of developing efficiency in the production and marketing of agricultural products in Ontario. Research stations are in Guelph, Ontario; laboratories at the University of Guelph (519-824-4120). In Toronto contact 965-6695.

416-965-5841

AG & FOOD, VETERINARY SERV BR LABORATORY SECTION operates six laboratories that provide assistance to the livestock industry and **veterinary** practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from animals and poultry are submitted by veterinarians and farmers and tests are made to determine cause of disease. Administers the Ontario Hatchery Supply Flock Policy, involving monitoring procedures to control disease of poultry; and the Fur Farms Act, requiring licences of fur farmers.

416-965-5841

AG & FOOD, **VETERINARY** SERV BR, MEAT INSPECTION SECTION issues licences to and inspects slaughtering plants except those registered under the Meat Inspection Act (Canada), and those engaged solely in slaughtering animals exempted by regulations under the Act.

416-965-5841

AG & FOOD, VETERINARY SERV BR, REGULATORY AND COMMUNICABLE DISEASES Section administers the Acts concerning these **veterinary** requirements: vaccination of cattle to control brucellosis, licences for livestock community sales and those involved in disposing of dead animals. Compensates owners of livestock that are destroyed by rabies. Provides consultative service to practising veterinarians and producers of cattle, sheep and swine. Provides grants to finance **veterinary** service in designated areas where livestock farms are sparsely located. Inspects and issues licences to riding horse establishments, dog pounds and suppliers of laboratory animals. Licenses those other than pharmacists & veterinarians who sell livestock medicine. Requires registration of facilities that use animals for research.

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, FOOD CONTROL Services are the responsibility of the **Veterinary** Public Health Consultants. Deals with the safety of food in production, processing, distribution and service; food-borne illnesses; interpretation of regulations; interpretation of laboratory results. Provides consultation to local public health authorities to test milk products. Approves acceptable milk containers and issues certificates of approval needed to operate pasteurization plants. Provides information to consumers, the food trade and individuals wishing to enter a food business. See also other sections in Health Community Health Protection Br described separately.

416-965-4236

HEALTH, COMMUNITY HEALTH PROTECTION BR, **VETERINARY** Public Health Consultants help to control disease common to man and animals (zoonoses) such as rabies, salmonellosis, brucellosis, etc. Consultants advise Public Health Officers and physicians and project need for vaccine, serum and snake antivenin. For a list of antivenin depots and rabies information, contact the Communications Branch at 965-3103. See also other sections in Health Community Health Protection Br described separately.

VICTIMS

416-965-4755

ATT GEN, CRIMINAL INJURIES COMPENSATION BOARD provides compensation to **victims** who have received physical injury as the result of an unprovoked crime of violence, or

to the dependents of an innocent victim of a fatal occurrence. Also provides compensation to police and others taking part in law enforcement.

416-963-0501

CCR, MOTOR VEHICLE ACCIDENT CLAIMS FUND (MVAC) provides compensation to **victims** of accidents caused by drivers of uninsured, stolen and hit and run vehicles by administering the Motor Vehicle Accident Claims Act. Funds are received from vehicle owners who pay a penalty to the licensing office when registering their vehicles without insurance.

416-750-3440

CORR SERV, PROBATION & PAROLE ADULT BR (B). The Community Work Order (C.W.O) Project assigns non-violent offenders to perform service to the community as a condition of a probation order. The Project does not eliminate opportunities for paid employment because tasks are those normally done by volunteers or in reparation to **victims** for damage done by offenders. Seven pilot projects across Ontario are being evaluated over a two-year period. To inquire about volunteer help on C.W.O., organizations with projects of tangible benefit to the community should write: Provincial Coordinator, Community Work Order Project, Min. of Correctional Services, 2001 Eglinton Ave. East, Scarborough, Ont. M1L 4P1. See also Corr Serv Probation & Parole Adult Br (A).

VILLAGES

Villages, see municipalities

VISUAL ARTS

Visual Arts, see Ontario Arts Council, also Arts

VOCATIONAL REHABILITATION

Vocational Rehabilitation, see Rehabilitation

VOCATIONAL SCHOOLS

Vocational Schools, see Private Vocational Schools

VOCATIONAL TRAINING

Vocational Training, see Private Vocational Schools, also Rehabilitation, also Industrial Training

VOLUNTEER

Volunteer, see also Cult & Rec Resource Centre

416-750-3440

CORR SERV, PROBATION & PAROLE ADULT BR (B). The Community Work Order (C.W.O) Project assigns non-violent offenders to perform service to the community as a condition of a probation order. The Project does not eliminate opportunities for paid employment because tasks are those normally done by volunteers or in reparation to victims for damage done by offenders. Seven pilot projects across Ontario are being evaluated over a two-year period. To inquire about **volunteer** help on C.W.O., organizations with projects of tangible benefit to the community should write: Provincial Coordinator, Community Work Order Project, Min. of Correctional Services, 2001 Eglinton Ave. East, Scarborough, Ont. M1L 4P1. See also Corr Serv Probation & Parole Adult Br (A).

416-750-3475

CORR SERV, VOLUNTEER PROGRAMS BR coordinates the recruiting, screening, training and supervision of **volunteer** workers who are involved in rehabilitation programs of the ministry. Volunteers are active in adult institutions, detention centres, jails, and with probationers and parolees. There are opportunities for **volunteer** participation in most areas of the province.

416-965-3314

CULT & REC, COMMUNITY INFORMATION SERVICES Program provides eligible individual community information centres with funding through grants; prepares publications and advises them on matters such as information management, policy, staffing and **volunteer** training. Contact field offices.

416-965-4400

SOL GEN, OPP, AUXILIARY POLICE BR consists of **volunteer** auxiliary police who report to regular detachments and assist with regular police duties. Apply at local OPP detachment. Requirements to become a member of the OPP auxiliary are exactly the same as those of the regular force.

VOTERS LISTS

Provincial Voters Lists, see Ontario Election Office. Municipal Voters Lists, see Revenue Assessment Field Operations Br.

VOTES AND PROCEEDINGS

416-965-1406

LEGISLATIVE ASSEMBLY, CLERK'S OFFICE. The Clerk is the principal Officer of the Legislative Assembly and is responsible for procedure and the daily publication of the Order Paper and **Votes and Proceedings,** the official record of the activities of the Legislature. The Clerk's Office will answer questions about the status of legislation before the Legislature, rules pertaining to Private Bills and select and standing committees. Also provides certified copies of bills.

WAGES

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, working conditions and job classification. The Crown Employees Grievance Settlement Board (964-6426) hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union (OPSEU), the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6426) hears any appeal re union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate disputes between employees and unions re **wages,** collective agreements, etc.

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of **wages** and working conditions in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, equal pay for equal work, termination of employment and equal benefits. May also collect unpaid **wages** on behalf of employees. Provides means for employees and employers to jointly petition Government for a schedule of **wages** and working conditions for their particular industry or trade. Also regulates and licenses employment agencies (965-0631). Provides for setting of **wages** rates and working conditions for construction industry and maintenance workers employed on government contracts. Employment Adjustment Services (965-3303) provides consulting services to employers and employees on termination of employment legislation and on adjustment programs available in situations of mass terminations of employment. Contact regional office.

416-965-6101

LABOUR, LABOUR RESEARCH BR provides information on **wages,** labour relations, safety, collective bargaining, working conditions, unemployment, labour market conditions. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (965-6886). Maintains a library containing labour related material (965-1641).

WASAGA PARK

705-429-2516

NAT RES, **WASAGA PARK** PROJECT. As part of a broader program of conserving areas containing unique natural resources and providing for public access to a large, high quality natural beach, the province has undertaken the development of a year-round recreational community at Wasaga Beach. This inter-ministry project involves integrated planning by Treasury, Economics & Intergov't. Affairs, Transportation & Communications, Environment, Natural Resources, Housing, Industry & Tourism. The second 5-year phase incorporating arterial road improvements and installation of sewage and water facilities commences in 1978-79 upon Cabinet approval. The Min. of Natural Resources coordinates project. Write: Box 183, Wasaga Beach, L0L 2P0.

WASTE

Waste, see also Waste Disposal Sites, also Pollution

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal, and of the Ministry of the Environment in the areas of water and sewage, **waste** disposal, air and noise pollution, in accordance with the Ontario Water Resources Act, 1970 and the Environmental Protection Act, 1971.

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Responsibility is carried out by these Units: Petroleum & Chemical, Mining & Metallurgy, Food & Forest. Coordinates related federal-provincial activities; provides technical support in terms of industrial processes, industrial wastes and industrial **waste** treatment and control with respect to water, air and solids. Coordinates project to take inventory and recommend rehabilitation of derelict mining land throughout Ontario.

416-636-8015

ENV, RESOURCE RECOVERY BR develops and implements a comprehensive **waste** management program including new procedures for resource recovery and recycling, especially for energy conservation. Provides municipalities with assistance and guidance in the economic development of **waste** management systems. Provides technical services, supervision and financial management required in the planning and construction of resource recovery facilities. Operates full scale experimental plant for technology research and market development. Provides grants for selected technology demonstration projects.

416-965-3007

ENV, WASTE MANAGEMENT ADVISORY BOARD advises the Minister of the Environment on matters related to the management of **waste** in Ontario including means of reducing the quantity produced, of assisting in the development of resource recovery from the **waste** stream, and of improving the aesthetic quality of the physical environment.

416-248-3058

ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the water environment. Limnology Unit monitors water quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of **waste** from industry, pesticides and other contaminants or hazardous agents on fish and other aquatic organisms (e.g. mercury levels). Contact regional office.

416-965-4590

ENV, WATER RESOURCES BR WATER MODELLING SECTION develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and ground water to **waste** inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of water management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

416-965-7678

HEALTH, COMMUNITY HEALTH PROTECTION BR, PUBLIC HEALTH Engineering Section collects and evaluates data on the analysis of drinking water and on the quality of the supply in recreational areas. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal water supply, on improper **waste** disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

416-965-7196

IND & TOUR, INDUSTRY BR, Industrial Development Section assists in the development of industrial technology by: evaluating new materials, products and processes through contact with manufacturing industry, associations and research institutions; providing a consultative service on technology to industry on a sector basis; introducing new technology to businessmen through Product Development and Productivity Seminars in Ontario and Technology Missions abroad; providing information and assistance on energy management and conservation, industrial research, industrial **waste** utilization and pollution control methods. Also provides assistance and information to encourage the film industry in Ontario.

The Section assists in the review and preparation of applications for loans and grants, available from the Federal or Provincial Governments. Contact Queen's Park or Regional Office. See also Ind & Tour Industry Br Product-Manufacturing Development, and Ind & Tour Industry Br Industrial Services.

WASTE DISPOSAL SITES

416-965-3980

ENV, ENVIRONMENTAL APPROVALS BR is the central area where persons and organizations seek ministry approval for activities affecting the environment. Reviews and approves applications required under the Environmental Protection Act (e.g. **waste disposal sites)** Ontario Water Resources Act and the Environmental Assessment Act. To apply for permits under these Acts contact ministry's regional or district offices. The branch ensures that environmental safeguards are incorporated into land-use planning policies and programs. Evaluates at planning stage certain activities by government ministries, utilities, government-funded projects and related activities in the private sector, which will have a significant environmental impact. Develops guidelines for waste disposal systems by industry, municipalities and the public.

416-965-2531

ENV, ENVIRONMENTAL ASSESSMENT BOARD holds public hearings on the environmental impact of major development proposals under three statutes: The Ontario Water Resources Act, 1970 (OWRA), The Environmental Protection Act, 1971 (EPA); The Environmental Assessment Act, 1975 (EAA). Following hearings under the OWRA (municipalities wishing to establish or extend their sewage works into another municipality or territory) and the EPA (approval to establish or extend **waste disposal sites)** the Board submits recommendations to the ministry. Under the Environmental Assessment Act, 1975, after the assessment and the ministry's review thereof have been made public, any person can require by written notice a hearing by the Board. After hearings are held under the EAA, the Board renders a final decision which can only be varied or rescinded by the Minister with approval of the Lieutenant Governor in Council.

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, water supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to municipalities for sewage and water works, and for the collection of derelict motor vehicles. Deals with regulations and standards for pollution control relating to septic tanks, derelict motor vehicles, litter, pop bottles, **waste disposal sites,** sewage sludge (especially in the Great Lakes), boating and ice huts. Also deals with the provision of safe drinking water. Contact regional office.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, **waste disposal sites,** marinas, boating, ice huts, wells, pesticides use, storage and sales, derelict

vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

WASTEWATER

Wastewater, see Env Regional Operations Division (B), also Env Pollution Control Br Development & Research Group.

WATER

Water, see also Drinking Water

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of pesticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and wildlife, soils, **water**, air and human tissues. Interprets significance of analytical results. Contact laboratory or ministries involved for research papers and reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-2531

ENV, ENVIRONMENTAL APPEAL BOARD provides a mechanism of appeal to persons affected by certain decisions or orders of local health authorities in the area of private sewage disposal, and of the Ministry of the Environment in the areas of **water** and sewage, waste disposal, air and noise pollution, in accordance with the Ontario Water Resources Act, 1970 and the Environmental Protection Act, 1971.

416-965-6971

ENV, POLLUTION CONTROL BR as a whole plans and develops policies, programs, standards, guidelines and legislation to control pollution; coordinates and conducts applied research in the areas of **water** supply, and sewage and wastewater treatment, and provides technical support and training in these areas. The Pollution Control Branch has several sections which are described separately. Contact regional office for specific questions.

416-248-3739

ENV, POLLUTION CONTROL BR DEVELOPMENT & RESEARCH GROUP includes: a Coordination Section, an Applied Sciences Section, a Wastewater Treatment Section, and a **Water** Technology Section. The group provides: liaison with academic and research groups, dissemination of technical information and findings, technical assistance to the Planning Sections, applied research studies on pollution. Also provides technical support for the application of new technology to the public through regional offices and directly to municipalities and industry. Provides grants for health related environmental projects from Provincial Lottery funds; write to Pollution Control Br., Development & Research Group, Min. of the Environment, 135 St. Clair Ave. W., Toronto, M4V 1P5.

416-965-2214

ENV, POLLUTION CONTROL BR INDUSTRIAL Section deals with pollution by industry. Responsibility is carried out by these Units: Petroleum & Chemical, Mining & Metallurgy, Food & Forest. Coordinates related federal-provincial activities; provides

technical support in terms of industrial processes, industrial wastes and industrial waste treatment and control with respect to **water,** air and solids. Coordinates project to take inventory and recommend rehabilitation of derelict mining land throughout Ontario.

416-965-6967

ENV, POLLUTION CONTROL BR MUNICIPAL AND PRIVATE Section deals with municipal and private sewage, **water** supply and solid wastes. Provides associated liaison with federal agencies including coordination of Central Mortgage and Housing Corporation (CMHC) loans and grants to municipalities for sewage and **water** works, and for the collection of derelict motor vehicles. Deals with regulations and standards for pollution control relating to septic tanks, derelict motor vehicles, litter, pop bottles, waste disposal sites, sewage sludge (especially in the Great Lakes), boating and ice huts. Also deals with the provision of safe drinking water. Contact regional office.

416-965-1296

ENV, PROJECT COORDINATION BR manages and coordinates all aspects in the development and construction of ministry capital projects, e.g. **water** supply, sewage and pollution control facilities for municipalities. This includes design and equipment selection (965-3490). Upon approval of a project by the ministry, the branch arranges for design work and financial analysis, including details on grants available. Upon approval by the Ontario Municipal Board (OMB), tenders are called and contracts awarded by the ministry. The branch assists in initiation of ministerial orders defining specific public **water** and sewage service areas. Administers grants programs for certain sewage and **water** works to regional or restructured municipalities, municipalities involved in area schemes, small municipalities with high costs, and to small communities for upgrading private systems.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal **water** and sewage works, waste disposal sites, marinas, boating, ice huts, wells, pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. These offices comment on the technical feasibility of new project proposals (e.g. land use planning). Each has four sections. The Utility Operations Section provides **water** and wastewater service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of **water** from streams, lakes, wells to prevent harmful effects on environment and water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air pollution data. Advises on drilling wells. Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for other two sections.

416-965-6141
ENV, WATER RESOURCES BR DATA SYSTEMS and Administration Section designs, develops and implements systems that store, retrieve and process data related to the programs of the **Water** Resources Branch.

416-965-2105
ENV, WATER RESOURCES BR HYDROLOGY & Monitoring Section coordinates **water** quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water wells and participates in policy making and application of the **water** taking permit program. Contact regional office.

416-248-3058
ENV, WATER RESOURCES BR LIMNOLOGY and Toxicity Section does studies on relationships between aquatic organisms and the **water** environment. Limnology Unit monitors **water** quality in recreational lakes and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of waste from industry, pesticides and other contaminants or hazardous agents on fish and other aquatic organisms (e.g. mercury levels). Contact regional office.

416-965-6954
ENV, WATER RESOURCES BR PLANNING and Coordination Section coordinates and maintains **water** resources policy and guidelines. Plans and coordinates water resources surveys and river basins water management studies. To achieve desirable **water** quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Also answers inquiries on mercury levels in fish. Contact regional office.

416-965-4590
ENV, WATER RESOURCES BR WATER MODELLING SECTION develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and ground water to waste inputs, withdrawals, pollution control measures, land-use practices and climatic conditions, in order to aid development of **water** management policy and assess effects on environment. Conducts studies in representative areas to develop and test models. Contact regional office.

416-965-7678
HEALTH, COMMUNITY HEALTH PROTECTION BR, PUBLIC HEALTH Engineering Section collects and evaluates data on the analysis of drinking water and on the quality of the supply in recreational areas. Provides engineering advice on control measures for outbreak of communicable disease, on treatment of non-municipal **water** supply, on improper waste disposal systems, and on the design and operation of recreational camps and other facilities, housing and institutions. Licenses summer camps. Administers regulation regarding public swimming pools under the Public Health Act, including approval of building plans. See other sections in Health Community Health Protection Br described separately.

416-248-3196
HEALTH, LABORATORY SERVICES BR has laboratories throughout the province which perform tests to assist in diagnosis, prevention and treatment of disease. Serves doctors,

hospitals, other ministries, and analyzes drinking water for the general public. For drinking **water** specimen mailing kits call local public health laboratory.

416-965-6283
NAT RES, CONSERVATION AUTHORITIES BR encourages the conservation, development and utilization of **water** and related land resources by providing policy, funding assistance, management and planning direction to Conservation Authorities, autonomous bodies established under the Conservation Authorities Act. Provides grants to support resource management projects initiated and undertaken by the Authorities. These include **water** and land management programs (flood plain mapping, environmental assessment, dams, channel improvements and erosion control structures) and conservation and recreation land management programs (reforestation and woodlot management, wildlife management, outdoor recreation information and education).

416-965-1271
NAT RES, ENGINEERING SERVICES BR is responsible for design, construction and maintenance of dams, docks and other hydraulic structures and improvements. Does special engineering, **water** management, shoreline management and hydrology studies. Also coordinates road programs and manages vehicle fleet and equipment for the Ministry. Administers The Lakes and Rivers Improvement Act which regulates the construction and operation of dams and diversions in the province.

WATER ACCESS

416-965-2745
NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, **water access** points, snowmobile trails, waterfowl hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks. For general information on parks contact 965-3081 and for park vacancy reports during the summer months call 967-0427 8:00 a.m. to midnight. Also contact district offices.

WATER LOTS

416-965-2741
NAT RES, LANDS ADMINISTRATION BR, Acquisition Section (965-2738) acquires land for ministry needs. Public Lands Section (965-2741) is responsible for the disposition and management of Crown land and **water lots;** also answers general inquiries. Mining Lands Section (965-1380) is responsible for issuing licences to prospectors, registration and disposition of Crown mining lands and licensing of sand and gravel removals from Crown land. Titles Section (965-1319) issues Crown leases, land patents, licence of occupation. Can give information (from the Domesday Book) on land that was formerly Crown land. Maintains acreage tax rolls; carries out forfeiture process for patented mining lands.

WATERFOWL
Waterfowl, see also Ornithology, Wildlife

416-965-2745
NAT RES, PARK MANAGEMENT BR manages provincial parks, canoe routes, water access points, snowmobile trails, **waterfowl** hunting areas. Also manages campgrounds, trails and park concessions. Cooperates with federal government and municipalities to plan parks.

For general information on parks contact 965-3081 and for park vacancy reports during the summer months call 967-0427 8:00 a.m. to midnight. Also contact district offices.

416-965-4251

NAT RES, WILDLIFE BR manages Ontario's wildlife resources: manages habitat; reviews and recommends management practices and policy; recommends and enforces related (e.g. hunting) laws and regulations; manages big game, upland game, **waterfowl** and endangered species. Measures hunter participation and harvest; operates Provincial Wildlife Areas for wildlife-oriented recreation. Reviews land use planning and resources development in Northern Ontario to ensure that wildlife interests are considered. Conducts research on wildlife management, diseases and behavior (Maple, 832-2761). Fur Section (965-3345) regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

WATERWAY

705-743-9311

NAT RES, CAN-ONT RIDEAU-TRENT-SEVERN SECRETARIAT coordinates implementation of the Canada-Ontario Rideau-Trent-Severn (CORTS) agreement signed in February, 1975 by the federal Minister of Indian and Northern Affairs and the provincial Minister of Natural Resources. The agreement provides for coordinated planning and development of the recreational land corridor and **waterway** between Ottawa and Georgian Bay. Objectives include a pollution-free environment, adequate public recreation areas and adequate commercial and private development.

WEAPONS

Weapons, see also Firearms

416-965-4485

SOL GEN, OPP, QUARTERMASTER STORES BR is responsible for stocking and distributing all items of uniform and equipment for Ontario Provincial Police, Ontario Government Protective Service, Indian policing and auxiliary police, stationery and office supply needs. Maintains a repository of **weapons** seized by police forces, which have been cleared for disposal.

WEED

416-965-1081

AG & FOOD, SOILS AND CROPS BR provides information at local offices throughout the province on production of field, greenhouse and horticultural crops. Information is available to commercial growers on restrictions in use of pesticides. Administers the **Weed** Control Act. Inquiries on household and urban growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091.

WELCOME HOUSE

416-965-1192

CULT & REC, CITIZENSHIP BR programs relate to reception, orientation and language training of immigrants. The multilingual **Welcome House** (965-3021) provides English as a Second Language (ESL) instruction linked with day care, counselling and assistance in gaining access to government and social agencies. Multilingual receptionists at the Toronto International Airport (678-2540) assist immigrants upon arrival. Materials and information on ESL teaching and classes are available from the ESL reference library (965-4331). For orientation resource materials for newcomers and counsellors and teachers of newcomers, and for information on setting up parents' and preschoolers' and other community-based English, orientation, citizenship classes, contact 965-2285. For information on immigrant integration project grants contact Ministry of Culture and Recreation field offices.

WELDERS

416-965-4121

CCR, PRESSURE VESSELS BR strives to minimize the risk of loss of life and property arising from the operation of boilers and pressure vessels. Reviews designs and welding procedures. Inspects workshops during fabrication and installation. Also qualifies and issues licences to **welders.** Inspects uninsured vessels periodically, and all vessels before and after major repairs. Investigates accidents. Contact Queen's Park or regional offices.

WELFARE

416-965-5142

COMM SOC, MUNICIPAL WELFARE CONSULTING BR establishes policy for General **Welfare** Assistance (GWA) and supervises assistance programs administered by municipalities, Indian Band Councils and Comm Soc District Offices. At the discretion of municipalities supplementary financial assistance is extended to recipients of government benefits, the physically handicapped and others needing extended care or prescribed drugs, prosthetics, dental & optical needs and for burials. Provides advice and operating subsidies to credit counselling agencies. Acts as consultants to District Offices, municipalities & social agencies on counselling services. Contact these offices for individual counselling. Review & Consolidation Unit (965-5137) assists municipalities in consolidating their social services. Homemakers & Nurses Services (965-5137) coordinates provision of these services (from private social agencies) to those in need in the municipality.

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides financial assistance for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like widows over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal **welfare** departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to $150 monthly. Contact District Office.

416-965-2363

COMM SOC, SOCIAL ASSISTANCE REVIEW BOARD holds hearings at the request of individuals to appeal decisions on General **Welfare** Assistance, Vocational Rehabilitation Services, Guaranteed Annual Income System or GAINS-A (income supplement for senior citizens) and GAINS-D (income supplement for the blind and disabled), Family Benefits (financial allowances for single mothers, permanently unemployable fathers, foster children, etc.).

416-965-4891

COMM SOC, SOLDIERS AID COMMISSION provides emergency **welfare** assistance to eligible war veterans and/or their dependents who are in need. Administers trust funds accruing from bequests. Contact Commission or closest branch of the Department of Veterans Affairs (DVA) or Royal Canadian Legion.

416-965-9337

HEALTH, ONTARIO DRUG BENEFIT, administered by the Drugs & Therapeutics Br, provides prescribed drugs free to senior citizens (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months & are Canadian citizens or landed immigrants; to recipients of Family Benefits (FBA), General **Welfare** (GWA) and vocational rehabilitation assistance, Homes for Special Care & Extended Health Care benefits & special insulin assistance. The Ontario Senior Citizens' Privilege Card entitles eligible patients to drug benefit. Federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms available at most pharmacies or write: Ministry of Health, Drug Benefit, Queen's Park, Toronto M7A 2S3. FBA (includes the blind & disabled), GWA & other recipients are issued monthly cards. Drugs must be listed in the Drug Benefit Formulary (for quality & cost control), prescribed by a doctor or a dentist & obtained in Ontario.

WELLS

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (A) delivers ministry services to the public through six regional offices. These offices provide technical comment on the feasibility of new project proposals (e.g. land use planning). Each has four sections. The Industrial Abatement Section protects the environment against pollution by industry and investigates related complaints. The Municipal & Private Abatement Section controls pollution by municipalities and citizens. It inspects and investigates complaints re: communal water and sewage works, waste disposal sites, marinas, boating, ice huts, **wells,** pesticides use, storage and sales, derelict vehicles sites, noxious weeds. Contact regional office. In Toronto, call Central Region, tel. 424-3000. For inspection and approval of septic tanks, contact County Health Unit or Regional Health Unit. See also Env Regional Operations Division (B) for other two sections.

416-965-5115

ENV, REGIONAL OPERATIONS DIVISION (B) delivers ministry services to the public through six regional offices. These offices comment on the technical feasibility of new project proposals (e.g. land use planning). Each has four sections. The Utility Operations Section provides water and wastewater service to municipalities by staffing, equipping and administering provincially funded projects. The Technical Support Section regulates withdrawal of water from streams, lakes, **wells** to prevent harmful effects on environment and water users; it assists in approving installations emitting contaminants. Operates sensors to obtain air

pollution data. Advises on drilling **wells.** Contact regional office. In Toronto, call Central Region, tel. 424-3000. See also Env Regional Operations Division (A) for other two sections.

416-965-2105

ENV, WATER RESOURCES BR HYDROLOGY & Monitoring Section coordinates water quality and quantity programs related to lakes and other inland waters. Provides geotechnical support for ministry hydrogeological and ground water development and protection programs. Issues licences to contractors of water **wells** and participates in policy making and application of the water taking permit program. Contact regional office.

WHEEL-RAIL TECHNOLOGY

Wheel-Rail Technology, see TR & COMM Systems Research & Development Br

WIDOWS

Widowed spouse of teachers, see Educ Teachers Superannuation Commission.

416-965-2648

COMM SOC, PROVINCIAL BENEFITS BR provides financial assistance for mothers raising children alone, the disabled, the blind, permanently unemployable fathers or single persons, foster children & some elderly like **widows** over 60. If need is shown a monthly allowance & other benefits, e.g. health insurance, drug assistance, eyeglasses, hearing aids are provided. The allowance for the disabled and the blind is also known as GAINS-D (Guaranteed Annual Income System, Disabled). Immediate emergency funds are provided by municipal welfare departments. Provincial benefits are not to be confused with federal programs such as Old Age Security, Canada Pension, Unemployment Insurance or Veterans pensions. For Provincial Benefits contact nearest Comm Soc District Office. Under the Family Benefits Act (by Order-In-Council), families caring for their severely handicapped children at home may get a special allowance of up to $150 monthly. Contact District Office.

WILDLIFE

416-824-4120

AG & FOOD, PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY in Guelph provides a chemical analytical service to all provincial ministries for the detection and measurement of pesticides, herbicides, fungicides, related industrial pollutants, and heavy metals in the following areas: food, plant and animal tissues, fish and **wildlife,** soils, water, air and human tissues. Interprets significance of analytical results. Contact laboratory or ministries involved for research papers and reports. Identification of insects may be done by the Department of Environmental Biology, Rm. 102, Graham Hall, University of Guelph upon receipt of carefully packed sample.

416-965-6283

NAT RES, CONSERVATION AUTHORITIES BR encourages the conservation, development and utilization of water and related land resources by providing policy, funding assistance, management and planning direction to Conservation Authorities, autonomous bodies established under the Conservation Authorities Act. Provides grants to support resource management projects initiated and undertaken by the Authorities. These include water and land management programs (flood plain mapping, environmental assessment, dams, channel improvements and erosion control structures) and conservation and recreation

land management programs (reforestation and woodlot management, **wildlife** management, outdoor recreation information and education).

416-965-2761

NAT RES, FINANCIAL SERVICES BR, besides the financial management and accounting functions as outlined in the first entry under Accounting, is responsible for budget preparation and control, development of accounting and costing systems, financial and cost analyses, pre-audit controls and procedures. Prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from timber operations, sales and leases of Crown land, mining operations, provincial parks operations, fish and **wildlife** licences and sundry other cash receipts. To secure hunting licence contact 965-2814 or regional or district offices.

416-965-4251

NAT RES, WILDLIFE BR manages Ontario's **wildlife** resources: manages habitat; reviews and recommends management practices and policy; recommends and enforces related (e.g. hunting) laws and regulations; manages big game, upland game, waterfowl and endangered species. Measures hunter participation and harvest; operates Provincial **Wildlife** Areas for wildlife-oriented recreation. Reviews land use planning and resources development in Northern Ontario to ensure that **wildlife** interests are considered. Conducts research on **wildlife** management, diseases and behavior (Maple, 832-2761). Fur Section (965-3345) regulates use of furbearers; licenses fur buyers and tanners. Resources Development Section (965-3345) administers resource development agreement between Ontario Ministry of Natural Resources and the federal Department of Indian Affairs to develop Ontario's renewable natural resources for the improvement of the social and economic status of native peoples. Contact regional or district offices.

WILLS

Wills, see also Revenue Succession Duty Br

416-362-1331

ATT GEN, PUBLIC TRUSTEE manages estates of mentally incompetent persons (mainly those in psychiatric hospitals and facilities for the retarded). May be appointed Administrator of estates of Ontarians who die intestate without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. May also be appointed Executor under a will. The Public Trustee is authorized to accept private trusts, Powers of Attorney, etc. Advises charitable organizations of legacies from **wills** and reviews operations of charities. Receives in trust assets of corporations undergoing dissolution. Authorized to receive funds in trust for perpetual care of cemeteries.

416-965-7314

ATT GEN, SURROGATE COURT probates **wills** of persons who die testate (with a Will), and letters of administration of persons who die intestate (without a Will). Issues letters of guardianship of persons and/or the estates of children. Processes applications for the custody of children. The Surrogate Court also handles contested claims against estates, Will trials, applications under the Dependent's Relief Act and Proof in Solemn Form of Lost **Wills.** Contact local Surrogate Court Registrar.

WINE

416-562-4141
AG & FOOD, HORTICULTURAL RESEARCH INSTITUTE OF ONTARIO conducts horticultural research to increase production and develop new varieties of fruit, vegetables and **wine.** It also aids growers of ornamental plants, food processors and the wine industry. The Institute provides propagating material (cuttings, etc.) to growers and nurseries.

416-965-4911
CCR, LIQUOR CONTROL BOARD OF ONTARIO (LCBO) oversees the distribution and sale of liquor (spirits, alcohol, ale, beer and **wine)** for home consumption and to licensed establishments through government stores throughout Ontario. The LCBO imports special orders of products not normally carried. Special rare **wine** and spirits cellars are operated in Toronto and eventually in Ottawa, to stock only high quality products in limited supply (965-0153). Consultants are available in liquor stores in some metropolitan areas to advise on choosing **wine.** Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers.

WINTARIO

416-965-6256
CULT & REC, ARTS SERVICES BR develops policies and programs to encourage excellence in the arts and wider participation in arts activities. Provides operating grants to provincial cultural institutions and agencies, provincial arts service organizations, eligible public art galleries and certain arts training institutions. Administers the **Wintario** Non-Capital Arts Program and provides grants for cultural exchange programs between Ontario and other provinces and countries. For further information see Cult & Rec Cultural Exchange Program and Cult & Rec Public Art Galleries Grants. Coordinates the Outreach Ontario and Festival Ontario programs also listed individually in this Index. Contact field office or main office.

416-961-6262
CULT & REC, ONTARIO LOTTERY CORPORATION manages **Wintario** and the Provincial Lottery. Proceeds from **Wintario** are used through the Ministry of Culture & Recreation for recreation and cultural projects. Proceeds from Provincial Lottery sales in Ontario are used for health research and related environmental projects through the Ministries of Health, Labour and the Environment. To find out winning numbers of last draw consult newspapers the next day, list posted at retailer's or in Metro Toronto a recorded message (**Wintario:** 870-9170, Provincial Lottery: 870-9161). For Wintario grants information call 965-2390 or ministry field offices. For Provincial Lottery health research grants see: Health Strategic Planning & Research Br, Env Pollution Control Br Development & Research Group, Labour Standards & Programs Br.

416-965-2390
CULT & REC, WINTARIO GRANTS Information Office is an information service for the **Wintario** Grants Program. Net profits from **Wintario** are available to non-profit community groups, organizations, municipalities and Indian Band Councils for capital and non-capital sports, recreation, fitness, arts, heritage, libraries, multicultural and citizenship projects and other projects of a recreational and cultural nature. For information booklets and application forms contact Ministry of Culture & Recreation field offices.

WOLFORD CHAPEL

Wolford Chapel, see Cult & Rec, Simcoe Memorial Foundation

WOMEN

416-965-1421

AG & FOOD HOME ECONOMICS BR helps people in the rural areas, primarily **women,** to develop an appreciation of ideals and standards for successful home and family living; gives training in home economics and stimulates **women** to become local leaders.

416-965-0564

LABOUR, WOMEN CROWN EMPLOYEES OFFICE acts as an internal consultant to Ontario government ministries and Crown agencies in developing, coordinating and monitoring affirmative action plans to upgrade the status of their **women** employees. Provides impetus and technical advice to individual Deputy Ministers (program managers) and Women's Advisors (consultants). Prepares annual report on the status of **women** Crown employees. Reports regularly to Management Board on the progress of the corporate program which promotes equal opportunity for **women** employed in the private sector. This program is undertaken by this ministry's Women's Bureau. For affirmative action activities by specific ministries and agencies contact ministry or agency Women's Advisor.

416-965-1537

LABOUR, WOMEN'S BUREAU is an information service and resource centre for people interested in the employment status of **women** in Ontario. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of **women** employees. Advises government on women's issues; provides labour legislation information through speakers and publications. Conducts research on the status of **women** in Ontario's labour force; provides consultative service on employment counselling. Although individual counselling is not available, the Bureau can refer people to appropriate sources. New outreach program is being developed to serve low-income, immigrant and native **women.**

416-965-1111

ONTARIO STATUS OF WOMEN COUNCIL is an advisory Council consisting of a chairman and sixteen members, all appointed by the Government. Advises the Ontario Government through the Provincial Secretariat for Social Development, on matters pertaining to the status of **women** in Ontario. Co-ordinates and monitors the implementation of recommendations contained in the report 'Equal Opportunity for **Women** in Ontario: A Plan For Action'. Reports annually to the Legislature through the Provincial Secretary for Social Development. Several committees are active in such areas as: education, labour, health, child care and **women** with special needs.

WORKERS

Workers, see Employees. Workers' occupational health, see Occupational Health. See also Workmen's Compensation Board.

WORKING CONDITIONS

416-965-1455

CIV SERV, PUBLIC SERVICE APPEAL BOARDS. The Public Service Grievance Board and the Public Service Classification Rating Committee (965-1455) are appeal tribunals which hear grievances of Ontario Public Service employees regarding dismissal, **working conditions** and job classification. The Crown Employees Grievance Settlement Board (964-6426) hears grievances arising in the various bargaining units represented by the Ontario Public Service Employees Union (OPSEU), the Liquor Control and Liquor Licence Boards Employees Association, and the Ontario Housing Employees Union which is affiliated with the Canadian Union of Public Employees (CUPE). The Ontario Public Service Labour Relations Tribunal (964-6426) hears any appeal re union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the Crown Employees Collective Bargaining Act, 1972 (amended). Arbitration Boards (ad hoc) hear and adjudicate disputes between employees and unions re wages, collective agreements, etc.

416-965-5251

LABOUR, EMPLOYMENT STANDARDS BR sets and enforces standards of wages and **working conditions** in Ontario, including minimum wage, overtime pay, vacation pay, hours of work, public holidays, maternity leave, equal pay for equal work, termination of employment and equal benefits. May also collect unpaid wages on behalf of employees. Provides means for employees and employers to jointly petition Government for a schedule of wages and **working conditions** for their particular industry or trade. Also regulates and licenses employment agencies (965-0631). Provides for setting of wages rates and **working conditions** for construction industry and maintenance workers employed on government contracts. Employment Adjustment Services (965-3303) provides consulting services to employers and employees on termination of employment legislation and on adjustment programs available in situations of mass terminations of employment. Contact regional office.

416-965-6101

LABOUR, LABOUR RESEARCH BR provides information on wages, labour relations, safety, collective bargaining, **working conditions,** unemployment, labour market conditions. Provides internal policy analysis. Collects and analyzes Ontario Collective Bargaining Agreements (965-6886). Maintains a library containing labour related material (965-1641).

WORKMEN'S COMPENSATION BOARD

416-965-8500

WORKMEN'S COMPENSATION BOARD (WCB) administers the Workmen's Compensation Act. For employees disabled by work-related accidents or diseases, the Act provides compensation (income), medical aid (payment of doctors' and hospital bills, etc.), rehabilitation services; awards for permanent disability; and pensions for dependents of employees who die as a result of such accidents or diseases. Anyone whose interests are affected may appeal a WCB decision made under the Act. The Board is entirely financed by employer assessments, which also underwrite the safety education programs provided by nine accident-prevention associations. The Board's head office is at 2 Bloor St. East, Toronto; its Hospital and Rehabilitation Centre is in Downsview. The Board maintains two information offices in Toronto and area offices in 12 other Ontario cities. The WCB reports to the Legislature through the Minister of Labour. Contact Head Office or local offices.

WRESTLING

416-965-4173

CULT & REC, OFFICE OF ATHLETICS COMMISSIONER regulates professional boxing and **wrestling** and amateur sports in Ontario. Licenses professional boxers and wrestlers.

WRITERS

Writers, see Ontario Arts Council

X-RAYS

416-965-4061

HEALTH, INSPECTION BR X-RAY INSPECTION Service administers the regulation respecting X-Ray safety by registering owners of equipment designed to produce **X-Rays** used in the practice of medicine, approving plans for permanent locations and inspecting them. Provisions of the regulation apply only to the healing arts.

416-965-3211

LABOUR, OCCUPATIONAL HEALTH BR operates a consulting service in occupational health to ministries and to industry. Occupational Health Medical Service (965-3610) provides consultation on medical & nursing services to those who provide in-plant health care facilities & a healthful working environment for employees. Occupational Health Engineering Serv. (965-4066) provides consultation to operating branches & to industry; visits plants & sites to identify & assess health hazards from exposure to chemical, physical & biological agents and to recommend control measures. Industrial Chest Disease Serv. (965-4075) deals with identification & prevention of respiratory diseases from occupational exposure to hazardous agents. Works closely with Workmen's Compensation Board and Chest Clinic Services (Health) which conducts chest **x-rays** of miners. Occupational Health Laboratory Serv. (965-7925) performs chemical analyses of biological specimens, air samples, industrial materials.

LABOUR, SPECIAL STUDIES & SERVICES BR. Health Studies Services (965-6375) conducts occupational health studies and provides consultative services on the effects of occupational and environmental exposure to hazardous agents or materials on human health. Safety Studies Service (965-6111) conducts studies in occupational safety and maintains contact with organizations involved in accident prevention. Radiation Protection Services (965-8178) directs a program to protect employees and the public from harmful effects of radiation including industrial **X-Rays,** radioactive materials, microwaves, lasers. Radiation Protection Laboratory (965-2201) analyzes radioactive materials. Develops monitoring techniques and equipment for identification of radioactive sources. The Branch also deals with contingencies related to nuclear power generating stations and heavy water plants.

YOUTH

Youth, see also Children, also Juveniles.

416-965-1241

AG & FOOD, EXTENSION BR operates the Ontario farm management program to encourage farmers to use modern techniques to manage their livestock, soils, crops, machinery and finances. Administers the Capital Grants for Farm Development Program which provides financial assistance to farmers for capital improvements on their farms. Local agricultural representatives (AG REPS) provide individual counselling, in-depth courses,

commentaries over various media, displays and tours. Also act as resource for the Four-H (4-H) and Junior Farmers programs which provide agricultural and leadership training as well as social benefits for **youth** in rural areas. The branch is headquarters for the Junior Farmers' Association of Ontario. Contact AG REPS in county or district offices.

416-965-4211

COLL UNIV, INDUSTRIAL TRAINING BR is responsible for the delivery of the ministry's industrial training (manpower training) programs. The branch is involved in training and retraining men and women for employment in industry through several programs: apprenticeship including on-the-job-training, full and part-time training of adults already in the labour force, short-term training-in-industry programs and trade certification. Contact local Industrial Training Office. The Branch administers the Ontario Career Action Program (OCAP), designed to assist unemployed **youth** (between 16 and 24 yrs.) in finding gainful employment. Application forms available at local Canada Employment Centre. OCAP Administration Office in Queen's Park is at 965-0668.

416-965-0176

COMM SOC, CHILD WELFARE BR finances, inspects and supervises Children's Aid Societies (CAS) and children's and **youth** institutions. Coordinates provincial, national and international adoptions services (965-2802). Prepares syndicated newspaper column Today's Child as an adoption aid (965-6559). Children's Aid Societies provide preventive and social services, foster and group home parents for children, counselling on child abuse and adoptions, and counselling to unmarried mothers. Contact local CAS. Private adoptions require the services of a lawyer. See also Comm Soc Child Welfare Br Institutions.

416-965-1818

COMM SOC, CHILD WELFARE BR INSTITUTIONS may provide charitable organizations and social agencies with capital and operating grants, assistance in planning, construction or purchase of facilities, and development of residential services including short stay residences, homes for unmarried mothers, homes for children and **youth** (juveniles) who are emotionally disturbed, delinquent or who abuse the use of drugs. Also registers group homes caring for five or more children operated by individuals or groups. Contact Child Welfare Branch.

416-965-8067

COMM SOC, CHILDREN'S MENTAL HEALTH SERVICES BR, administering the Children's Mental Health Centres Act, authorizes the establishment, licensing, funding and setting of standards of facilities for centres that treat children and **youth** who are emotionally disturbed or suffer from mental disorder. Included in these residential or non-residential centres all over Ontario is the Four-Phase Service System, a network of independent programs serving severely disturbed teenagers from the Metro Toronto area. Thistletown and White Oaks, two provincially operated facilities for treating emotionally disturbed children are under the jurisdiction of this branch. It also funds two Regional Centres at Ottawa and Sudbury which do not fall under the Act.

416-965-2625

CULT & REC, SPECIAL SERVICES BR advises community & regional organizations and the Ministry on sports and recreation. Leadership Section (965-7505) has consultants on recreation to advise those who provide professional preparation at colleges and universities; to train teachers within the school system and recreationists of municipalities; and to

administer grants in aid of research. Professional upgrading is promoted through a new professional development model. Leadership Training Program assists in developing indigenous community leadership resources. Consultants work with the Ontario Research Council On Leisure (ORCOL) (965-7505). Special Interests Section (965-5665) serves those offering recreation service to specialized clientele such as children, **youth,** the handicapped, senior citizens and women; and those offering service through a particular activity to a wider clientele, such as summer programs, outdoor recreation, recreation planning in new cities, camping, including grants to non-profit camps.

416-965-3540

ONTARIO YOUTH SECRETARIAT researches information and advises the Ontario Government and ministries on policies and programs involving **youth** (persons approximately 16 - 24 years). The Secretariat coordinates government **youth** programs including youth employment, e.g. summer employment for students. It also provides an information service on government **youth** services. Inquiries about the Ontario government's Experience Program should be directed to Tel. 965-0480. The Ontario Youth Secretariat reports to the Legislature through the Provincial Secretary for Social Development.

YOUTH EMPLOYMENT

416-965-3540

ONTARIO YOUTH SECRETARIAT researches information and advises the Ontario Government and ministries on policies and programs involving youth (persons approximately 16 - 24 years). The Secretariat coordinates government youth programs including **youth employment,** e.g. summer employment for students. It also provides an information service on government youth services. Inquiries about the Ontario government's Experience Program should be directed to Tel. 965-0480. The Ontario Youth Secretariat reports to the Legislature through the Provincial Secretary for Social Development.

TE & IA, SUBSIDIES BR administers provincial & federal-provincial subsidy programs under which grants & loans are made to municipalities & individuals. Subsidies to municipalities include financial aid for damage due to Great Lakes high water levels & for declared disasters (965-7499), payment of tax or grants-in-lieu of taxes on provincially owned properties (965-2428), subsidies for hiring summer students, e.g. Involvement in Municipal Administration (IMA) (965-3500). Subsidies to individuals or private employers include aid for summer employment, e.g. Ont. **Youth Employment** Program (965-0570 or toll free 1-800-268-7192), tax relief for owners of productive farm land (965-7994) & managed forests (965-3500), & through municipalities interest-free tax credits to elderly (senior citizens) homeowners (965-3500) & loans to owners of shoreline property to repair or prevent damage from erosion or storms (965-7499).

ZONING

Zoning, see also Official Plans

416-965-1912

ATT GEN, ONTARIO MUNICIPAL BOARD performs a quasi-judicial function in the implementation of sound municipal development through the hearing of applications for approval of **zoning** bylaws, official plans and any appeal as provided under the Planning Act and under the Assessment Act. The Ontario Municipal Board supervises certain financial and other affairs of municipalities with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving municipalities.

416-965-3352

HOUSING, COMMUNITY PLANNING ADVISORY BR is responsible for the actual promotion of community planning by providing services and advice to municipalities, the development industry and the public. Administers a program of grants which provides financial aid to smaller municipalities (pop. 10,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating official plans and **zoning** bylaws, assistance to regional, county or district governments in preparing land severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area. Municipalities must contact regional offices to apply for grants. Municipalities are responsible for designating sites for mobile homes by passing **zoning** bylaws under the Planning Act.

416-965-6418

HOUSING, OPERATIONS & DEVELOPMENT CONTROL BR administers Minister's **zoning** order, validation, part-lot control and road closing applications. Comments to the Ontario Municipal Board on municipal **zoning** bylaws. Administers land severance applications for Northern Ontario. Processes appeals to the Niagara Escarpment Development Control Regulations. Coordinates the delegation of Minister's powers to local jurisdictions. Provides technical information, administrative support and statistical monitoring for the Plans Administration Div.

416-248-3621

TR & COMM, MUNICIPAL-PROVINCIAL TRANSPORTATION BR subsidizes municipalities for the construction and maintenance of roads, bridges and subways, for the purchase of capital assets and to offset operating deficits for public transit. Coordinates demonstration transit projects to assist municipalities in planning new and improving existing transportation services (248-3785). Develops planning policies for provincial highways system and studies route locations (248-3577). Reviews municipal official plans, subdivision plans and **zoning** so that they do not conflict with ministry requirements (248-3658). Develops policy for aviation assistance; plans for development of local airport systems and provincial air services (248-3325). Develops environmental policy and standards, offers environmental support service to municipalities and is involved in public participation programs of ministry projects (248-3931).

ZOONOSES

Zoonoses, see Health Community Health Protection Br Veterinary.

Directory of Regional and Field Offices

MINISTRY OF AGRICULTURE AND FOOD

Agricultural Representatives County/District Offices

Algoma

1496 Wellington St. E.,
Sault Ste. Marie P6A 2R1
705-253-1941

Brant

207 Greenwich St.,
Brantford N3S 2X7
519-759-4190

Bruce

Box 1330,
Walkerton N0G 2V0
519-881-3301

Carleton

26 Thorncliffe Pl.,
Ottawa K2H 6L2
613-828-9167

Cochrane North

Experimental Farm,
Kapuskasing P5N 2X9
705-335-5828

Cochrane South

Box 608,
Matheson P0K 1N0
705-273-2509

Dufferin

Box 100,
Orangeville L9W 2Z5
519-941-3830

Dundas

Box 488,
Winchester K0C 2K0
613-774-2313

Durham

234 King St. E.,
Bowmanville L1C 1P5
416-623-3348

Elgin

594 Talbot St.,
St. Thomas N5P 1C7
519-631-4700

Essex

46 Fox St.,
Essex N8M 2S2
519-776-7361

Frontenac

Box 651, 1055 Princess St.,
Kingston K7L 1H3
613-544-1995

Glengarry

Box 579,
Alexandria K0C 1A0
613-525-1046

Grenville

Box 2004,
Kemptville K0G 1J0
613-238-7326

Grey

181 Toronto St. S.,
Markdale N0C 1H0
519-986-2040

Haldimand

Box 129,
Cayuga N0A 1E0
416-772-3381

Halton

181 Main St.,
Milton L9T 1N7
416-453-9766

Hastings

Box 340,
Stirling K0K 3E0
613-395-3393

Huron

Box 159,
Clinton N0M 1L0
519-482-3428

Kenora

Ont. Govt. Building, Box 3000,
Dryden P8N 3B3
807-223-2415

Kent

Box 726, 435 Grand Ave. W.,
Chatham N7M 5L1
519-354-2150

Lambton

Box 730,
Petrolia N0N 1R0
519-882-0180

Lanark

10 Sunset Blvd.,
Perth K7H 2Y2
613-267-1063

Leeds

Box 635,
Brockville K6V 5V8
613-342-2124

Lennox & Addington

41 Dundas St. W.,
Napanee K7R 1Z5
613-354-3371

Manitoulin

Box 328,
Gore Bay P0P 1H0
705-282-2043

Middlesex

195 Dufferin Ave.,
London N6A 1K7
519-434-6811

Muskoka & Parry Sound

Box 130,
Huntsville P0A 1K0
705-789-5491

Niagara North

Vineland Station L0R 2E0
416-562-4142

Niagara South

574 South Pelham St.,
Welland L3C 3C6
416-732-7552

Nipissing

222 McIntyre St. W.,
North Bay P1B 2Y8
705-474-3050

Norfolk

19 Kent St. S.,
Simcoe N3Y 2X7
519-426-0680

Northumberland

Box 820,
Brighton K0K 1H0
613-394-2998

Ontario

Box 309,
Uxbridge L0C 1K0
416-852-3328

Oxford

Box 666,
Woodstock N4S 7Z5
519-537-6621

Peel

3 Elizabeth St. S.,
Brampton L6Y 1P7
416-451-5474

Perth

413 Hibernia St.,
Stratford N5A 5W2
519-271-0280

Peterborough

55 George St. N.,
Peterborough K9J 3G2
705-745-2403

Prescott

Box 110,
Plantagenet K0B 1L0
613-673-5115

Prince Edward

Box 470,
Picton K0K 2T0
613-476-3224

Rainy River

Front St.,
Emo P0W 1E0
807-482-2310

Renfrew

315 Raglan St. S.,
Renfrew K7V 1R6
613-432-4841

Russell

666 Rue Notre Dame, Box 540,
Embrun K0A 1W0
613-443-3391

Simcoe North

Box 340,
Elmvale L0L 1P0
705-322-2231

Simcoe South

Box 370,
Alliston L0M 1A0
705-435-5521

Stormont

Box 655, 109-11th St. W.,
Cornwall K6H 5T3
613-933-1581

Sudbury

1414 LaSalle Blvd.,
Sudbury P3A 1Z0
705-566-1630

Timiskaming

Box 'G'
New Liskeard P0J 1P0
705-647-6701

Thunder Bay

Ont. Govt. Bldg.,
435 James St. S.,
Thunder Bay 'F' P7E 6E3
807-475-1631

Victoria

322 Kent St. W.,
Lindsay K9V 2Z9
705-324-6125

Waterloo

824 King St. W.,
Kitchener N2G 1G1
519-744-5294

Wellington

Box 159,
Fergus N1M 2W7
519-843-2231

Wentworth

R.R. 1,
Ancaster L9G 3K9
416-527-2995

York

Newmarket Plaza,
Newmarket L3Y 2N1
416-895-4519

MINISTRY OF THE ATTORNEY GENERAL

Assessment Review Court Regional Offices

Eastern Region

2378 Holly Lane,
Ottawa K1V 7P1
613-731-7166

Metro Toronto Region

80 Bloor St. W., Suite 701,
Toronto M5S 1L9
416-965-6826

Central, Georgian Bay & Lake Huron Region

713 Davis Dr.,
Newmarket L3Y 2R3
416-895-1274

Lake Ontario Region

277 George St. N., Suite 207,
Peterborough K9J 3G9
705-743-7960

Grand River/Niagara Region

678 Main St. E.,
Hamilton L8M 1K2
416-549-4173

Southwestern Region

426 Third St.,
London N5W 4W6
519-453-6660

Northern Region

Northgate Shopping Centre,
North Bay P1B 2H3
705-474-1612

Northern Branch Office

85 Great Northern Rd.,
Sault Ste. Marie P6B 4Y8
705-949-5280

MINISTRY OF COLLEGES AND UNIVERSITIES

Industrial Training Branch District & Local Offices

Toronto District Office

32 Grenville St.
Toronto M4Y 1A3
416-965-6461

Oakville Local Office

Sheridan College, Lakeshore Campus South,
Oakville L6J 1H8
416-272-0630

London District Office

520 First St., Unit 19,
London N5V 3C6
519-453-7190

Waterloo Local Office

421 King St. N.,
Waterloo N2J 4E4
519-884-5460

Windsor District Office

1427 Ouellette Avenue, 2nd Floor,
Windsor M8X 1K1
519-254-8654

Chatham Local Office

St. Clair College, Thames Campus,
Box 2017,
Chatham N7M 5W4
519-354-9100 (Ext. 243)

Sarnia Local Office

Box 969,
Sarnia N7T 7K4
519-542-7751

Hamilton District Office

1 West Avenue South
Hamilton L8N 2R9
416-527-9105

Brantford Local Office

City Hall, Room 229,
100 Wellington Sq.,
Brantford N3T 2M3
519-756-5197

St. Catharines Local Office

Box 1240,
St. Catharines L2R 7A7
416-684-8543

Ottawa District Office

2197 Riverside Dr., Suite 301,
Ottawa K1H 7X3
613-731-7100

Brockville Local Office

St. Lawrence College, Box 1366
Brockville K6V 5Y6
613-345-0660 (Ext. 226)

Cornwall Local Office

St. Lawrence College
1111 Montreal Rd.
Cornwall K6H 1E1
613-933-6080

Kingston Local Office

St. Lawrence College, Newcourt House
Rm. N-110, P.O. Box 6000
Kingston K7L 5A6
613-544-5400 (Ext. 120)

Pembroke Local Office

Algonquin College
315 Pembroke St. E., Box 203
Pembroke K8A 6X3
613-735-1041

Peterborough District Office

Sir Sandford Fleming College
526 McDonnel St.
Peterborough K9J 7B1
705-743-4172

Barrie Local Office

Georgian College
401 Duckworth St.
Barrie L4M 3X9
705-728-1951

Belleville Local Office

Loyalist College, Pioneer Bldg.
19 Wallbridge Crescent
Belleville K8P 1Z3
613-968-8671

Bracebridge Local Office

Canada Manpower Centre
98 Manitoba St., Box 1351
Bracebridge P0B 1C0
705-645-8643

Oshawa Local Office

Durham College, Box 385
Oshawa L1H 7L7
416-576-0171

Owen Sound Local Office

Georgian College, Box 700
Owen Sound
519-376-5790

Sault Ste. Marie District Office

421 Bay St., 4th Flr.
Sault Ste. Marie P6A 1X3
705-942-4420

North Bay Local Office

1500 Fisher St., Northgate Plaza
North Bay P1B 2H3
705-474-5546

Sudbury Local Office

Cambrian College, Rm. 3152
1400 Barrydowne Rd.
Sudbury P3A 3V8
705-560-3440

Timmins Local Office

Northern College, Box 1183
Timmins P4N 7J5
705-235-3644

Thunder Bay District Office

1265 Arthur St. E., 4th Flr.
Thunder Bay P7E 6E7
807-475-1605

Kenora Local Office

37 Main St. S.
Kenora P9N 1S8
807-468-3325

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

Southern Ontario Area District Offices

Barrie

70 Collier St., 5th Floor
Barrie L4M 4Y2
705-737-1311

Belleville

14 Bridge St. W., Box 816
Belleville K8N 5B5
613-962-9562

Cornwall

132 Second St. E, Box 1358,
Cornwall K6H 5V4
613-932-3381

Hamilton

100 Main St. E., 39th Floor
Hamilton L8N 3X8
416-526-9300

Kingston

1055 Princess St., Suite 103,
Kingston K7L 5T3
613-544-6206

Lindsay

322 Kent St. W., Ont. Govt. Bldg.,
Lindsay K9V 5E5
705-324-6128

London

495 Richmond St., 6th Fl.,
London N6A 5A9
519-438-5111

Metro Toronto District

110 Eglinton Ave. W., 4th Fl.,
Toronto M4R 2C9
416-965-8449

Metro Toronto Local N.W.

110 Eglinton Ave. W., 4th Flr.
Toronto M4R 2C9
416-487-4392

Metro Toronto Local S.E.

110 Eglinton Ave. W., 3rd Flr.
Toronto M4R 2C9
416-487-5441

Metro Toronto Local N.E.

1911 Eglinton Ave. E.
Scarborough M1L 2L6
416-752-6625

Metro Toronto Local S.W.

121 Kennedy Ave. 2nd Flr.
Toronto M6S 2X8
416-763-3631

Ottawa

2197 E. Riverside Dr., Suite 705,
Ottawa K1H 7X3
613-737-5520

St. Catharines

110 James St., 5th Floor, Box 176,
St. Catharines L2R 6S4
416-688-3022

Waterloo

75 King St. S., 5th Fl.,
Waterloo N2J 1P2
519-886-4700

Windsor

250 Windsor Ave., 1st Fl.,
Windsor N9A 6V9
519-254-9373

York-Peel

20 Nelson St. W., Suite 203,
Brampton L6X 2M5
416-453-3181

Northern Ontario Area District Offices

Keewatin-Kenora

104 Government Rd., Box 429,
Keewatin P0X 1C0
807-547-2801

Kirkland Lake

8 Hudson Bay Ave., Box 398,
Kirkland Lake P2N 3J1
705-567-3391

North Bay

222 McIntyre St. W., Suite 408,
North Bay P1B 2Y8
705-474-3540

Sault Ste. Marie

390 Bay St., 3rd Flr.
Sault Ste. Marie P6A 1X2
705-256-5666

Sudbury

127 Cedar St., 3rd Fl., Box 1120,
Sudbury P3E 4S6
705-674-3151

Thunder Bay

1200 Walsh St. W.,
Thunder Bay P7E 4X4
807-475-1515

MINISTRY OF CONSUMER & COMMERCIAL RELATIONS

Field Offices

Hamilton

Consumer Services Bureau
Credit Unions Br
Cemeteries Br
Rms. 205-206, 143 Main St. E.,
Hamilton. L9H 3V9
416-529-8177
Elevating Devices Br
Pressure Vessels Br
1 West Ave. S.,
Hamilton. L8N 2R9
416-527-2951

Kingston

Elevating Devices Br
Upholstered & Stuffed Articles Br
Pressure Vessels Br
Cemeteries Br
Ont. Gov't Bldg.,
Suite 108, 1055 Princess St.,
Kingston. K7L 1H3
613-549-2600

Kitchener

Elevating Devices Br
Pressure Vessels Br
824 King St. W.,
Kitchener. N2G 1G1
519-744-7308
Credit Unions Br
Rm. 401, 251 King St. W.,
Kitchener. N2G 1B5
519-743-6723

London

Credit Unions Br
Upholstered & Stuffed Articles Br
Cemeteries Br
Pressure Vessels Br
Elevating Devices Br
Consumer Services Bureau
Court House, Main Floor,
80 Dundas St.,
P.O. Box 5600, Terminal 'A',
London. N6A 2P3
519-679-7150

Ottawa

Credit Unions Br
Cemeteries Br
Consumer Services Bureau
Ste. 102, 1673 Carling Ave.,
Ottawa. K2A 1C4
613-725-3679, 725-1489
Pressure Vessels Br
Elevating Devices Br
3rd Floor, Pebb Bldg.,
2197 Riverside Dr.,
Ottawa. K1H 7X3
613-731-2556

Peterborough

Credit Unions Br
Consumer Services Bureau
139 George St. N.,
Peterborough. K9J 3G6
705-743-8728

Sarnia

Pressure Vessels Br
Rm. 207, 700 N. Christina St.,
Sarnia. N7T 7N5
519-337-2254

Sault Ste. Marie

Consumer Services Bureau
444 Queen St. E.,
Sault Ste. Marie. P6A 5M8
705-949-0332
Pressure Vessels Br
125 Brock St.
Sault Ste. Marie. P6A 3B6
705-949-3331

Sudbury

Consumer Services Bureau
331 Regent St.,
Sudbury. P3C 4E1
705-675-8878
Credit Unions Br
295 Bond St.,
Sudbury. P3B 2J7
705-693-5852
Elevating Devices Br
1538 La Salle Blvd.,
Sudbury. P3A 1Z7
705-566-3071

Thunder Bay

Credit Unions Br
Pressure Vessels Br
Elevating Devices Br
Consumer Services Bureau
425 James St. S.,
Box 5000,
Thunder Bay. P7E 5G6
807-475-1600, 1641

Windsor

Consumer Services Bureau
Room 906, 880 Ouelette Ave.,
Windsor. N9A 6V9
519-254-6413
Credit Unions Br
Pressure Vessels Br
Elevating Devices Br
6th Floor,
250 Windsor Ave.,
Windsor. N9A 6V9
519-254-6413

Toronto

Consumer Services Bureau
555 Yonge Street,
Toronto. M7A 2H6
416-963-0321

Ontario Rent Review

Metro Toronto

City of Toronto

77 Bloor St. W., 2nd Flr.
Toronto M5S 1M2
416-964-8281

Etobicoke

56 Aberfoyle Cres., 4th Flr.
Etobicoke. M8X 2W4
416-236-2681

East York

1880 O'Connor Dr., 2nd Flr.
Toronto. M4A 1W9
416-752-0683

North York

45 Sheppard Ave. E.,
Willowdale M2N 2Z8
416-226-6303

Scarborough

2100 Ellesmere Rd. E.,
Scarborough M1H 3B7
416-438-3452

York

702 Weston Rd.,
Toronto M6N 3R2
416-762-7545

Central-West

Reg. Mun. of Hamilton-Wentworth, Halton, Haldimand-Norfolk & County of Brant

55 Hess St. S., 21st Flr.
Hamilton L8P 4R8
416-528-8701

Reg. Mun. of Waterloo & the Counties of Wellington and Dufferin

30 Duke St. W.,
Kitchener N2H 3W5
519-579-5790

Reg. Mun. of Niagara

80 King St., 4th Flr.
St. Catharines L2R 7G1
416-684-6562

Central-East

County of Simcoe & District Mun. of Muskoka

110 Dunlop St. E.,
Barrie L4M 1A5
705-737-2111

Reg. Mun. of Peel, South of the 401

1310 Dundas St. E.,
Mississauga L4Y 2C1
416-270-3280

Reg. Mun. of Peel, North of the 401

Room 1,
85 Kennedy Rd. S.,
Brampton L6W 3G1
416-453-7372

Reg. Mun. of Durham

74 Simcoe St. S., 2nd Flr.
Oshawa L1H 4G6
416-579-4421

Counties of Peterborough, Northumberland, Victoria & Haliburton

340 George St. N.
Peterborough K9H 7E8
705-743-9511

Reg. Mun. of York

10255 Yonge St., 2nd Flr.
Richmond Hill L4C 3B2
416-884-6092

Southwestern

Counties of Middlesex, Oxford, Elgin, Lambton, Perth & Huron

80 Dundas St. W.,
London. N6A 2P3
519-673-1660

Counties of Grey & Bruce

896 Third Ave. E., 2nd Flr.,
Owen Sound N4K 2K5
519-376-3202

Counties of Essex & Kent

251 Goyeau St. 6th Flr.
Windsor N9A 6V2
519-253-3532

Northeastern

Districts of Nipissing & Parry Sound

215 Oak St. E.,
North Bay P1B 8B8
705-476-1231

District of Algoma

421 Bay St., 2nd Flr.
Sault Ste. Marie P6A 1X3
705-942-1123

Reg. Mun. of Sudbury & Dists. of Sudbury & Manitoulin

45 Elm St. E., 4th Flr.
Sudbury P3C 1S3
705-673-7173

Dists. of Cochrane & Timiskaming

273 Third Ave., 2nd Flr.
Timmins P4N 1E2
705-264-9555

Northwestern

Dists. of Kenora & Rainy River

37 Main St. S., 2nd Flr.
Kenora P9N 1S8
807-468-3159

District of Thunder Bay

435 James St. S., 3rd Flr.
Thunder Bay P7E 6E3
807-475-1595

Eastern

Counties of Hastings & Prince Edward

Suite 204,
210 Dundas St. E.,
Belleville K8N 5G8
613-966-4451

Counties of Stormont, Dundas & Glengarry, Prescott & Russell

4 Montreal Rd. 3rd Flr.
Cornwall K6H 1B1
613-933-8662

Counties of Frontenac, Lennox & Addington, Leeds & Grenville, & portion of Lanark

74 Brock St., 2nd Flr.
Kingston K7L 1R9
613-549-4426

Reg. Mun. of Ottawa-Carleton & portion of Lanark County

265 Carling Ave., 4th Flr.
Ottawa K1S 2E1
613-238-5055

County of Renfrew

169 William St.
Pembroke K8A 1N7
613-735-0135

Land Registry Offices (LRO) & Personal Property Security Registration (PPSR) Offices

Algoma

P.O. Box 550,
Elgin & Queen Sts.,
Sault Ste. Marie P6A 5M8
705-253-1126
705-253-8887

Brant

Court House
80 Wellington St.,
Brantford N3T 2L9
519-752-5571
519-752-8321

Bruce

203 Cayley St.,
P.O. Box 1690,
Walkerton N0G 2V0
519-881-2251, 2259

Carleton*

2 Daly Ave., Main Floor,
Ottawa K1N 6E2
613-232-3791

Carleton

Court House,
67 Nicholas St.,
Ottawa K1N 7B9
613-238-1956

Cochrane

Court House,
149 4th Ave.,
P.O. Box 580,
Cochrane P0L 1C0
705-272-5896
705-272-4025

Dufferin

75 First St.,
Orangeville L9W 2E7
519-941-1481

Dundas*

5th St.,
Morrisburg K0C 1XC
613-543-2583

Durham

400 Centre St. S.,
Whitby L1N 4W2
416-668-6811

Elgin

Wellington St.,
P.O. Box 4,
St. Thomas N5P 3T9
519-631-3015

Essex*

356 Brock St.,
Windsor N9C 3Z1
519-254-6363

Essex

250 Windsor Ave., 3rd Fl.
Windsor N9A 6V9
519-254-1813

Frontenac

Court House,
Kingston K7L 2N4
613-548-8322

Glengarry*

P.O. Box 668,
63 Kenyon St. W.,
Alexandria K0C 1A0
613-525-1315

Grenville*

P.O. Box 676,
Centre St.,
Prescott K0E 1T0
613-925-3177

Grey North

Court House,
595 9th Ave. E.,
Owen Sound N4K 3E3
519-376-1637

Grey South*

P.O. Box 10,
16 Lambton St. E.,
Durham N0G 1R0
519-369-2642

Haldimand

P.O. Box 310,
Cayuga N0A 1E0
416-772-3340

Haldimand (Lake Erie)*

P.O. Box 4,
Wellington St.,
St. Thomas N5P 3T5
519-631-3015

Haliburton*

P.O. Box 270,
Minden K0M 2K0
705-286-1391

Halton

Country Administration Bldg.,
491 Steeles Ave. E.,
Milton L9T 1Y7
416-878-1882
416-878-7287

Hastings

Pinnacle Street,
Court House, 3rd Fl.
Belleville K8N 3A9
613-968-4597

Huron

38 North St.,
Goderich N7A 2T4
519-524-9562

Kenora

P.O. Box 350,
220 Main St. S.,
Kenora K7L 2N4
807-468-3138

Kent

William St. N.,
P.O. Box 1134,
Chatham N7M 5L8
519-352-5520

Kent (Lake Erie)*

P.O. Box 4,
Wellington St.,
St. Thomas N5P 3T5
519-631-3015

Lambton

Court House,
700 N. Christina St.,
P.O. Box 3021,
Sarnia N7V 3C2
519-337-3265, Ext. 40

Lanark South

10 Sunset Blvd.,
P.O. Box 278,
Perth K7H 3M3
613-267-1144

Lanark North*

P.O. Box 159,
125 Brougham St.
Almonte K0A 1A0
613-256-1577

Leeds

P.O. Box 146,
Williams St.
Brockville K6C 5V2
613-345-5751

Lennox

St. Thomas St.,
P.O. Box 459,
Napanee K0K 2R0
613-354-3751

Manitoulin

Phipps St.,
Gore Bay P0P 1H0
705-282-2461
705-282-2442

Middlesex East

Court House & Registry Office,
80 Dundas St.,
Terminal 'A'
London N6A 2P3
519-679-7185
519-679-7180

Middlesex West*

P.O. Drawer 9,
178 McKellar St.,
Glencoe N0L 1M0
519-287-2511

Muskoka

15 Dominion St.
P.O. Box 1049,
Bracebridge P0B 1C0
705-645-4415

Newcastle*

P.O. Box 178,
108 Liberty St. N.,
Bowmanville L1C 3K9
416-623-3751

Niagara North

Landmark Bldg.,
43 Church St., 5th Fl.
P.O. Box 126,
St. Catharines L2R 6R4
416-682-9291
416-682-1351

Niagara South

20 Cross St. N.,
P.O. Box 730,
Welland L3B 3G1
416-735-4011, 4013

Nipissing

514 Main St. W.,
North Bay P1B 2V4
705-474-2270

Norfolk

Court House,
#3 Highway,
Simcoe N3Y 4K8
519-426-2216

Norfolk (Lake Erie)*

P.O. Box 4,
Wellington St.,
St. Thomas N5P 3T5
519-631-3015

Northumberland

Highway 2 West of
Burnham Street,
P.O. Box 668,
Cobourg K9A 4R5
416-372-3813

Northumberland East*

P.O. Box 339,
King St.,
Colborne K0K 1S0
416-355-2338

Northumberland West*

P.O. Box 668,
County Administration Bldg.,
860 William St.,
Cobourg K9A 4K8
416-372-3813

Ottawa*

Court House,
67 Nicholas St.,
Ottawa K1N 7B9
613-232-3791

Oxford

75 Graham St.,
P.O. Box 246,
Woodstock N4S 6T8
519-537-6286, 6287

Parry Sound

28 Miller St.,
P.O. Box 276
Parry Sound P2A 2X4
705-746-5816

Peel*

1 Wellington St. E.,
Brampton L6W 1Y1
416-457-5610

Peel

7765 Hurontario St.,
Brampton L6W 1Y1
416-453-1272

Perth

York St. W.,
P.O. Box 902,
Stratford N5A 6A6
519-271-3343

Peterborough

Court House,
470 Water St.
Peterborough K9H 3M3
705-745-0583, Ext. 44

Port Hope*

P.O. Box 122,
17 Mill St. N.,
Port Hope L1A 3W3
416-885-5616

Prescott

P.O. Box 302,
L'Orignal K0B 1K0
613-675-4648, 4826

Prince Edward

P.O. Box 1310,
1 Pitt St.,
Picton K0K 2T0
613-476-3219

Rainy River

353 Church St.
P.O. Box 398
Fort Frances P9A 3M7
807-274-5451

Renfrew

283 Pembroke St. E.,
P.O. Box 6,
Pembroke K8A 3K2
613-732-8331

Russell*

P.O. Box 10,
Russell K0A 3B0
613-445-2188

Simcoe

Court House,
114 Worsley St.
Barrie L4M 1M1
705-728-1221, Ext. 60, 54

Stormont

P.O. Box 1268,
127 Sydney St.
Cornwall K6J 3P2
613-932-4522

Sudbury

135 Elm St. W.,
P.O. Box 1240,
Sudbury P3E 4S7
705-674-3151, Ext. 244, 245, 246

Thunder Bay

29 Royston Court,
Postal Station 'P'
Thunder Bay P7A 4Y7
807-475-1235

Timiskaming

375 Main St.,
P.O. Box 159,
Haileybury P0J 1K0
705-672-3332

Toronto City*

New City Hall,
100 Queen St. W.,
Toronto M5H 2N1
416-965-7553

Toronto & York*

New City Hall,
100 Queen St. W.,
Toronto M5H 2N1
416-965-5248

Toronto Boroughs & York South*

New City Hall,
100 Queen St. W.,
Toronto M5H 2N1
416-965-7588

Toronto**

Central Registration Branch,
400 University Avenue,
3rd Floor,
Toronto M7A 2J5
Mail Only.

Victoria

28 Francis St.
P.O. Box 430,
Lindsay K9V 4S5
705-324-4912

Waterloo

200 Frederick St., 3rd Fl.
P.O. Box 35,
Kitchener N2J 3Z7
519-576-2370

Waterloo North*

P.O. Box 35,
122 Frederick St.
Kitchener N2G 3W9
519-742-1155

Waterloo South*

150 Main St.
(The Mall)
Cambridge N1R 1W4
519-653-5778

Wellington

P.O. Box 905,
21 Douglas St.
Guelph N1H 2S7
519-822-0251

Wellington North*

P.O. Box 389,
Arthur N0G 1A0
519-848-2300

Wentworth

Court House,
50 Main St. E.,
Hamilton L8N 1E9
416-522-3556, 4598

York**

The Court House,
361 University Ave.,
Room 107,
Toronto M5G 1T3
416-965-7359
(963-0461 Fall,1978)

York North*

134 Main St.
Newmarket L3Y 4W3
416-895-9801

*LRO only
**PPSR only

MINISTRY OF CORRECTIONAL SERVICES

Regional Offices

Central Region

2 Dunbloor Rd., Suite 312,
Islington M9A 2E4
416-248-3901

Northern Region

229 Edmund St.,
Sudbury P3E 1M1
705-675-7582

Eastern Region

1055 Princess St., Suite 404,
Kingston K7L 1H3
613-544-0813

Western Region

101B Holiday Inn Dr.,
Cambridge N3C 1Z3
519-658-5101

MINISTRY OF CULTURE AND RECREATION

Field Offices

Northwestern

Thunder Bay Regional Office

435 James St. S., 3rd Fl,
Thunder Bay P7C 5G6
805-475-1255

Dryden

479 Government Rd.,
P.O. Box 3000,
Dryden P8N 3B3
807-233-2271

Northeastern

North Bay Regional Office

215 Oak St. E., 2nd Fl.,
North Bay P1B 1A2
705-474-3821

Sault Ste. Marie

390 Bay St., 3rd Fl.
Sault Ste. Marie P6A 1X2
705-942-0419

Sudbury

1760 Regent St. S.,
Sudbury. P3E 3Z8
705-522-1416

Timmins

22 Wilcox St., 2nd Flr.,
Timmins. P4N 3K6
705-267-7117

Central West

Hamilton Regional Office

1083 Barton St. E., 2nd Fl.,
Hamilton. L8L 3E2
416-549-2471

Waterloo

55 Erb St. E.,
Waterloo. N2J 4K8
519-886-3520

Eastern

Ottawa Regional Office

Rideau Trust Bldg.,
1 Nicholos St., Room 1116,
Ottawa. K1N 7B7
613-232-1116

Kingston

1055 Princess St., Suite 204,
Kingston. K7L 5T3
613-542-7349

Belleville

14 Bridge St. W., Box 816,
Belleville. K8N 5B5
613-968-3474

Central East

Toronto Regional Office

700 Bay St., 8th Fl.,
Toronto. M7A 2R9
416-965-0283

Barrie

114 Worsley St.,
Barrie. L4M 1M1
705-737-3301

Peterborough

340 George St.N.,
Peterborough K9H 7E8
705-748-3711

Southwestern

London Regional Office

495 Richmond St., 5th Fl.,
London. N6A 5A9
519-438-2947

Hanover

427 Tenth Ave.,
Hanover. N4N 1P8
519-364-1626

Windsor

250 Windsor Ave., 6th Fl.,
Windsor. N9A 6V9
519-256-4919

Indian Community Secretariat Field Offices

Brantford Moved to:

55 Erb St. E.
Waterloo N2J 3W7
519-886-3520

Dryden

Box 3000
Dryden. P8N 3BC
807-223-3221

Fort Frances

Box 613
Fort Frances. P9A 3M9
807-274-9732

Geraldton

Box 778, Geraldton
807-854-0169

Kenora

20 Main St.
Kenora P9N 1S7
807-468-5568

Moosonee Moved to:

22 Wilcox Ave., 2nd Fl.,
Timmins P4N 3K6
705-267-7117

Orillia

15 Matchedash St. N.
Orillia L3V 4T4
705-325-9561

Red Lake

Box 215, Red Lake
807-727-2055

Sault Ste. Marie

390 Bay St., 3rd Fl.
Sault Ste. Marie P6A 1X2
705-942-3751

Sudbury

1760 Regent St. S.
Sudbury P3E 3Z8
705-522-1310

Thunder Bay

221 Bay St.
Thunder Bay P7B 1R1
807-475-1225

MINISTRY OF EDUCATION

Regional Offices

Northwestern Ontario Region

435 James St. S., Box 5000,
Thunder Bay 'F' P7C 5G6
807-475-1571

Midnorthern Ontario Region

1349 Lasalle Blvd.,
Sudbury P3A 1Z5
705-566-3480

Northeastern Ontario Region

447 McKeown Ave., Box 3020,
North Bay P1B 8K7
705-474-7210

Central Ontario Region

2025 Sheppard Ave. E., Suite 3201,
Willowdale M2J 1W4
416-491-0330

Western Ontario Region

759 Hyde Park Rd.,
London N6H 3S6
519-472-1440

Ottawa Valley Region

1825 Woodward Dr.,
Ottawa K2C 0R2
613-225-2230

MINISTRY OF THE ENVIRONMENT

Regional & District Offices

NORTHWESTERN

Thunder Bay Regional Office

435 James St. S., Box 5000,
Thunder Bay P7C 5G6
807-475-1205

Kenora

808 Robertson St., Box 5750,
Kenora P9N 1X9
807-468-5578

NORTHEASTERN

Sudbury Regional Office

469 Bouchard St., Regency Mall,
Sudbury P3E 2K8
705-522-8282

Timmins

83 Algonquin Blvd. W.,
Timmins P4N 2R4
705-264-9474

Sault Ste. Marie

445 Albert St. E.,
Sault Ste. Marie P6A 2J9
705-949-4640

North Bay

1500 Fisher St., Northgate Plaza,
North Bay P1B 2H3
705-476-1001

Parry Sound

74 Church St.,
Parry Sound P2A 1Z1
705-746-2139

SOUTHWESTERN

London Regional Office

985 Adelaide St. S.,
London N6E 1V3
519-681-3600

Windsor

250 Windsor Ave., 6th Fl.,
Windsor N9A 6V9
519-254-5129

Sarnia

242 A Indian Rd. S., Suite 2095,
Sarnia N7T 3W4
519-336-4030

Owen Sound

220 — 11th St. E., Suite 108,
Owen Sound N4K 1T9
519-371-2901

Chatham (Sub District Office)

435 Grand Ave. W.,
Chatham N7L 3Z4
519-352-5107

WEST-CENTRAL

Stoney Creek Regional Office

140 Centennial Parkway N.,
Stoney Creek L8E 3H2
416-561-7410

Cambridge

400 Clyde Rd., Box 219
Cambridge N1R 5W6
519-623-2080

Welland

637-641 Niagara St. N.,
Welland L3C 1L9
416-735-0431

Simcoe (Sub District Office)

645 Norfolk St. N.,
Simcoe N3Y 3R2
519-426-1940

CENTRAL

Toronto Regional Office

150 Ferrand Dr., Suite 700,
Don Mills M3C 3C3
416-425-3000

South Peel Area System

2575 Haines Rd.,
Mississauga L4Y 1Y7
416-270-1451

Barrie

12 Fairview Rd.,
Barrie L4N 4P3
705-726-1730

Muskoka — Haliburton

Gravenhurst P0C 1G0
705-687-3408

Peterborough

139 George St. N.,
Peterborough K9J 3G6
705-743-2972

Halton — Peel

125 Cross Ave.,
Oakville L6J 2W8
416-844-5747

Huntsville (Sub District Office)

100 Main St. E.,
Huntsville P0A 1K0
705-789-2386

SOUTHEASTERN

Kingston Regional Office

133 Dalton St., Box 820,
Kingston K7L 4X6
613-549-4000

Ottawa

2378 Holly Lane,
Ottawa K1V 7P1
613-521-3450

Cornwall

4 Montreal Rd., 2nd Fl.,
Cornwall K6H 1B1
613-933-7402

Belleville

15 Victoria Ave.,
Belleville K8N 1Z5
613-962-9208

Pembroke

1000 MacKay St., Box 67,
Pembroke K8A 6X1
613-732-3643

MINISTRY OF GOVERNMENT SERVICES

Property Management Branch

Regional & Area Offices

Downsview Region

171 Judson St.,
Toronto M8Z 1A4
416-252-5058

Queen's Park Region

16 Grosvenor St.,
Toronto M7A 1N7
416-965-6811

York Region

178 Queen's Quay E.,
Toronto M5A 1B4
416-965-6034

Georgian Bay Region

24 James St. E., Box 790,
Orillia L3V 6K7
705-325-7403

Guelph Region

400 Elizabeth St.,
Guelph N1E 2Y1
519-822-1150

Kemptville Region

Ont. Govt. Bldg., P.O. Bag 2008,
Kemptville K0G 1J0
613-269-4764

Kingston Region

1055 Princess St., Box 8000,
Kingston K7L 1H3
613-544-8955

Lindsay Region

322 Kent St. W., Box 7000,
Lindsay K9B 4S9
705-324-9188

London Region

900 Highbury Ave., Box 2452,
London N6A 4G3
519-453-3550

Niagara Region

345 Park St. W., Box 100,
Dundas L9H 5E7
416-627-3515

Northeast Region

Highway 69, South McFarlane Lake,
Postal Station 'A',
Sudbury P3A 4S9
705-522-5830

Northwest Region

20 Alberta St., Box 3020,
Thunder Bay P7B 5G5
705-475-1285

Algoma Area

255 Conmee Ave.,
Sault Ste. Marie P6C 1W4
705-949-4515

Cochrane Area

Hollinger Lane, Box 520,
Schumacher P0N 1G0
705-264-2234

North Bay Area

1353 Gorman St., North Bay P1B 2Y3
705-476-2260

Kenora Area

720 Robertson St., Box 516,
Kenora P9N 3X5
807-468-7002

MINISTRY OF HEALTH

Ontario Health Insurance Plan (OHIP) Regional & Sub-Offices

Barrie Sub-Office

114 Warsley St.,
Barrie L4M 1M1
705-726-0328

Hamilton

25 Main St. W.,
Hamilton L89 4P9
416-528-3481

Kenora Sub-Office

333 Second St. S.,
Kenora P9N 1G3
807-468-9554

Kingston

1055 Princess St.,
Kingston K7L 5A9
613-546-3811

Kitchener Sub-Office

665 King St. E., Suite 202,
Kitchener N2G 2M4
519-745-7379

London

227 Queen's Ave.,
London N6A 1J8
519-433-4561

Mississauga

55 City Centre Drive
Mississauga L5B 1M3
416-275-2730

Oshawa

44 Bond St. W.,
Oshawa L1G 1A4
416-576-2870

Ottawa

75 Albert St.,
Ottawa K1P 5Y9
613-237-9100

Peterborough Sub-Office

P.O. Box 275, Suite 204
Peterborough
705-743-2140

St. Catharines Sub-Office

15 Church St., Suite 301,
St. Catharines L2R 3B5
416-682-6658

Sudbury

295 Bond St.,
Sudbury P3B 2J8
705-675-9111

Thunder Bay

435 James St. S.,
Thunder Bay P7C 5G6
807-475-1431

Timmins Sub-Office

38 Pine St. N., Suite 110,
Timmins P4N 6K6
705-267-1164

Toronto

2195 Yonge St.,
Toronto M4W 1G9
416-482-1111

Windsor Sub-Office

1427 Ouellette Ave.,
Windsor N8X 1K5
519-258-7560

Nursing Home Inspection Service Regional Offices

London

227 Queen's Ave.,
London N6A 1J8
519-432-1866

Ottawa

2427 Holly Lane,
Ottawa K1V 7P2
613-731-7876

Toronto

880 Bay St., 6th Fl.,
Toronto M5S 1Z6
416-965-4690

Regional Public Health Laboratories

Hamilton

Box 2100,
Hamilton L8N 3R5
416-385-5379

Kingston

Box 240,
Kingston K7L 4V8
613-546-2686

London

Box 5704, Terminal A,
London N6A 4L6
519-455-9310

Orillia

Box 600,
Orillia L3V 6K5
705-325-7449

Ottawa

Box 6301, Station J,
Ottawa K2A 1S8
613-828-2442

Palmerston

Box 700,
Palmerston N0G 2P0
519-343-2015 (Ext. 235)

Peterborough

Box 265,
Peterborough K9J 6Y8
705-743-6811

Sault Ste. Marie

Box 220,
Sault Ste. Marie P6A 5L6
705-254-7132

Sudbury

1300 Paris Crescent,
Sudbury P3E 3A3
705-522-2640

Thunder Bay

Box 1100, Station F,
Thunder Bay P7C 4X9
807-622-6449

Timmins

206 5th Ave.,
Timmins P4N 5L3
705-264-8771

Toronto

Box 9000, Terminal 'A',
Toronto M5W 1R5
416-248-3196

Windsor

Box 1616,
Windsor N9A 6S2
519-969-4341

Psychiatric Hospitals Branch

Brockville

Brockville Psychiatric Hospital,
Box 1050,
Brockville K6V 5W7
613-345-1461

Hamilton

Hamilton Psychiatric Hospital,
Box 585, Hamilton L9C 3N6
416-388-2511

Kingston

Kingston Psychiatric Hospital,
Box 603,
Kingston K7L 4X3
613-546-1101

London

London Psychiatric Hospital,
850 Highbury Ave., Box 2532,
London N6A 4H1
519-455-5110

North Bay

North Bay Psychiatric Hospital,
Box 3010,
North Bay P1B 8L1
705-474-1200

Penetanguishene

Mental Health Centre,
Box 698,
Penetanguishene L0K 1P0
705-549-7431

St. Thomas

St. Thomas Psychiatric Hospital,
Box 2004,
St. Thomas N5P 3V9
519-631-8150

Toronto

Lakeshore Psychiatric Hospital,
3131 Lakeshore Blvd. W.,
Toronto M8V 1K9
416-259-8291

Toronto

Queen St. Mental Health Centre,
999 Queen St. W.,
Toronto M6J 1H4
416-533-8501

Whitby

Whitby Psychiatric Hospital,
P.O. Box 613,
Whitby L1N 5S9
416-668-5881

Northern Ontario Public Health Services

Moosonee

P.O. Box 57,
Moosonee
705-336-2294

North Bay

Northgate Plaza, 2nd Fl., Box 272,
North Bay
705-472-3720

Sault Ste. Marie

75 Elgin St., Box 121,
Sault Ste. Marie
705-256-2224

Sudbury

174 Larch St., Box 1231,
Sudbury
705-674-3151 (Ext. 262)

Thunder Bay

435 James St. S., Box 5000,
Postal Station F., Thunder Bay
807-475-1341

Timmins

217 Algonquin Blvd. E.,
Box 491,
Timmins
705-264-4763

Ambulance Services Branch Regional Offices

South Western

London Psychiatric Hospital,
850 Highway Ave., Box 2532,
London N6A 4H1
519-453-6630

Central Western

Chedoke Hospital, Box 590,
Hamilton L8N 3L6
416-389-2273

Central

7 Overlea Blvd., 7th Fl.,
Toronto M4H 1A8
416-965-8042

Eastern

1017 Merivale Rd.,
Ottawa K1Z 6A6
613-725-2081

North Eastern

Sudbury General Hospital,
700 Paris St.,
Sudbury P3E 3B5
705-674-6693

North Western

Lakehead Psychiatric Hospital,
580 Algoma St. N.,
P.O. Box 2930, Unit 'C',
Thunder Bay 'P' P7B 5K7
807-344-3571

MINISTRY OF HOUSING

Ontario Housing Corporation (OHC) Housing Operations Branch (Metro)

District Offices

District 'A'

33 Belshaw Place,
Toronto M5A 3H6
416-366-7851

District 'B'

90 Parma Court,
Toronto M4A 1A6
416-751-1037

District 'C'

3181 Eglinton Ave. E.,
Toronto M1J 2G9
416-261-7297

District 'D'

55 Greenbrae Circuit,
Toronto M1H 1R1
416-438-0211

District 'E'

275 Shuter St.,
Toronto M5A 1W4
416-366-7768

District 'F'

30 Falstaff,
Toronto M6L 2C9
416-247-5395

District 'G'

12 Flemington Rd.,
Toronto M6A 2N4
416-789-7581

District 'H'

232 Jamestown Cres.,
Toronto M9V 3M8
416-742-6401

District 'I'

2743 Victoria Park Ave.,
Toronto M1T 1A8
416-499-4510

District 'J'

3725 Dundas St. W.,
Toronto M6S 2T5
416-766-3425

Ontario Housing Corporation (OHC) Housing Operations Branch (Ontario)

Branch Offices

Northern Ontario Branch

907 Lorne St.,
Sudbury P3C 4R9
705-675-8351

Eastern Ontario Branch

1 Nicholas St.,
Ottawa K1N 7B7
613-237-0612

Central Ontario

47 Sheppard Ave. E., 5th Fl.,
Willowdale M2N 2Z8
416-226-9150

Northwestern Ontario

435 James St. S.,
Thunder Bay P7C 5G6
807-475-1465

Southern Ontario

55 Hess St. S., Penthouse,
Hamilton L8P 4R8
416-527-9216

Southwestern Ontario

80 Dundas W.,
London N6A 2P3
519-679-7110

Community Planning Advisory Branch Regional Offices

Head Office

60 Bloor St. W., 8th Fl.,
Toronto M4W 3K7
416-965-3352

Central Region

47 Sheppard Ave. E.,
Willowdale M2N 2Z8
416-226-1855

South East Region

244 Rideau St., 3rd Fl.,
Ottawa K1N 5Y3
613-233-9301

North East Region

758 La Salle Blvd. W.,
Sudbury P3A 4V4
705-560-0120

North West Region

435 James St. S.,
Thunder Bay P7C 5G6
807-475-1651

South West Region

495 Richmond St.,
London N6A 5A9
519-673-1611

MINISTRY OF INDUSTRY & TOURISM

Small Business Operations Division

Area & Field Offices

CENTRAL EAST

Metro Toronto Area Office

5 Fairview Mall Dr., Suite 480,
Willowdale M2J 2Z1
416-491-7680

Orillia

73 Mississaga St. E., 2nd Fl.,
Box 488, Sterling Trust Bldg.,
Orillia L3V 6K2
705-325-1363

Peterborough

139 George St. N.,
Peterborough K9J 3G6
705-742-3459

CENTRAL WEST

Kitchener Area Office

305 King St. W.,
Kitchener N2G 1B9
519-744-6391

St. Catharines

Garden City Skyway, Box 3024,
St. Catharines L2R 7E6
416-684-2345

SOUTHWESTERN

London Area Office

195 Dufferin St., Suite 607,
London N6A 1K7
519-433-8105

Owen Sound

1131 Second Ave. E., Suite 104,
Owen Sound N4K 2J1
519-376-3875

Windsor

250 Windsor Ave., 2nd Fl.,
Windsor N9A 6V9
519-252-3475

EASTERN

Ottawa Area Office

220 Laurier Ave., Suite 900,
Ottawa K1P 5Z9
613-237-6280

Brockville

143 Parkdale Ave.,
Brockville K6V 6B2
613-342-5522

Kingston

797 Princess St., 4th Fl.,
Kingston K7L 1G1
613-546-0174

NORTHEASTERN

Sudbury Area Office

767 Barrydowne Rd.,
Sudbury P3Z 3T6
705-560-1330

Sault Ste. Marie

120 Huron St., Box 1196,
Sault Ste. Marie P6A 5N7
705-253-1103

Timmins

273 Third Ave., Suite 200,
Timmins P4N 1E2
705-264-5393

NORTHWESTERN

Thunder Bay Area Office

435 James St. S., 3rd Fl.,
Thunder Bay P7C 5G6
807-475-1325

Tourism Operations Branch

Field Offices

Arnprior

146 John St. N.,
Arnprior K7S 3H6
613-623-3153

Barrie

Box 350,
Barrie L4M 4T5
705-726-0932

Brockville

143 Parkedale Ave.,
Brockville K6V 6B2
613-342-5522

Cornwall Travel Info.

903 Brookdale Ave,
Cornwall K6J 4P3
613-933-2420

Fort Frances

283 Church St., Box 815,
Fort Frances P9A 3N1
807-274-3250

Huntsville

15 Main St. E.,
Huntsville P0A 1K0
705-789-4448

Kenora

808 Robertson St., Box 5140,
Kenora P9N 3X9
807-468-6481

Kingston

797 Princess St., Suite 401,
Kingston K7L 1G1
613-546-0174

Kitchener

305 King St. W.,
Kitchener N2G 1B9
519-744-6391

Hill Island Travel Info.

Lansdowne (Hill Island)
Landsdowne K0E 1L0
613-659-2108

London

195 Dufferin St., Suite 607,
London N6A 1K7
519-433-8105

Niagara Falls Travel Info.

5629 Falls Ave.,
Niagara Falls L2E 3P7
416-358-3761

North Bay

Northgate Plaza, 1500 Fisher St.,
North Bay P1B 2H3
705-472-9660

Orillia

73 Mississaga St. E., 2nd Fl., Box 488,
Orillia L3V 6K2
705-325-1363

Ottawa

220 Laurier Ave., Suite 900,
Ottawa K1P 5G8
613-237-6280

Owen Sound

1131 Second Ave. E., Suite 104,
Owen Sound N4K 2J1
519-376-3875

Peterborough

139 George St. N.,
Peterborough K9J 3G6
705-742-3459

Sarnia Travel Info.

Blue Water Bridge, Box 151,
Sarnia N7T 7H9
519-344-7403

St. Catharines

Garden City Skyway, Box 3024,
St. Catharines L2R 7E6
416-684-2345

Sault Ste. Marie

120 Huron St., Box 1196,
Sault Ste. Marie P6A 5N7
705-253-1103

Sudbury

767 Barrydowne Rd.,
Sudbury P3A 3T6
705-560-1330

Thunder Bay

435 James St. S., 3rd Fl., Box 5000,
Thunder Bay P7C 5G6
807-475-1325

Metro Toronto

5 Fairview Mall Dr., Suite 480,
Willowdale M2J 2Z1
416-491-7680

Windsor

110 Park St. E.,
Windsor N9A 3A9
519-252-8368

The Development Corporations

Head Office

Mowat Block, Queen's Park,
900 Bay St.,
Toronto M7A 2E7
416-965-4622

Ontario Development Corporation

Field Offices

Toronto

5 Fairview Mall Dr., Suite 340,
Willowdale M2J 2Z1
416-491-7996

London

195 Dufferin Ave., Suite 606,
London N6A 1K7
519-433-2871

Orillia

73 Mississaga St. E., Box 746,
Orillia L3V 6K7
705-325-5553

Eastern Ontario Development Corporation

Field Offices

Ottawa

220 Laurier St. W.,
Ottawa K1P 5J8
613-237-6299

Kingston

797 Princess St.,
Kingston K7L 1G1
613-547-3101

Northern Ontario Development Corporation

Field Offices

Thunder Bay

435 James St. S.,
Thunder Bay P7C 5G6
807-475-1671

Sudbury

767 Barrydowne Rd.,
Sudbury P3A 3T6
705-560-1422

Timmins

273 Third Ave.,
Timmins P4N 1E2
705-264-1323

MINISTRY OF LABOUR

District Offices

Hamilton

Administrative Operations
Employment Standards
Ont. Human Rights Commission
1 West Ave. S.
Hamilton L8N 2R9
416-527-2951

Kenora

Administrative Operations
Employment Standards
Ont. Human Rights Commission
808 Robertson St.
Kenora P9N 1X9
807-468-3128

Kingston

Administrative Operations
Employment Standards
1055 Princess St.
Kingston K7L 1H3
613-542-2853

Kitchener

Administrative Operations
Employment Standards
Ont. Human Rights Commission
824 King St. W.
Kitchener N2G 1G1
519-744-5211, 744-7308

London

Administrative Operations
Employment Standards
Ont. Human Rights Commission
560 Wellington St.
London M6A 3R4
519-438-2931, 438-5143

Ottawa

Administrative Operations
Employment Standards
2197 Riverside Dr.
Ottawa K1H 7X3
613-731-2556

Peterborough

Ont. Human Rights Comm.
267 Stewart St.
Peterborough K9J 3M8
705-743-0361

Sault Ste. Marie

Administrative Operations
Employment Standards
Ont. Human Rights Commission
125 Brock St.
Sault Ste. Marie P6A 3B6
705-949-3331

Sudbury

Administrative Operations
Employment Standards
Ont. Human Rights Commission
1538 LaSalle Blvd.
Sudbury P3A 1Z7
705-566-3071

Thunder Bay

435 James St. S.
Thunder Bay P7E 6E3
807-475-1691

Windsor

Administrative Operations
Employment Standards
500 Ouellette Ave.
Windsor N9A 1B3
519-256-8278

Mining Health and Safety Branch

District Offices

Bancroft

P.O. Box 500,
Bancroft, K0L 1C0
613-332-3940

Elliot Lake

10-A Brunswick Walk,
Elliot Lake P5A 2A8
705-848-2885

Kingston

1055 Princess St., Suite 403,
Kingston K7L 1H3
613-542-4994

Kirkland Lake

4 Government Rd. E.,
Kirkland Lake P2N 1A2
705-567-5241

London

353 Richmond St.,
London N6A 3C2
519-672-0280

Richmond Hill

10720 Yonge St.,
Richmond Hill L4C 3C9
416-884-6551

Sudbury

112 The Kingsway
Sudbury P3B 2E5
705-566-2210

Thunder Bay

435 James St. S., Box 5000,
Thunder Bay P7C 5G6
807-475-1675

Timmins

60 Wilson Ave.,
Timmins P4N 2S7
705-267-1401

Toronto

400 University Ave., 2nd Fl.,
Toronto M7A 1T7
416-965-1328

Construction Health and Safety Branch

Industrial Health and Safety Branch

District Offices

Hamilton

1 West Ave. S.,
Hamilton L8N 2R9
416-527-2951

Kingston

1055 Princess St.,
Kingston K7L 1H3
613-542-2853

Kitchener

824 King St. W.,
Kitchener N2G 1G1
519-744-7308

London

560 Wellington St.,
London N6A 3R4
519-438-2931

Ottawa

2197 Riverside Dr.,
Ottawa K1H 7X3
613-731-2556

Sault Ste. Marie

125 Brock St.,
Sault Ste. Marie P6A 3B6
705-949-3331

Sudbury

1538 LaSalle Blvd.,
Sudbury P3A 1Z7
705-566-3071

Thunder Bay

435 James St. S.,
Thunder Bay P7E 6E3
807-475-1691

Windsor

500 Ouellette Ave.,
Windsor N9A 1B3
519-256-8278

Workmen's Compensation Board

Head Office

Toronto

2 Bloor St. E.,
Toronto M4W 3C3
416-965-8722

Metro-Toronto Info. Centre

952 College St.,
Toronto M6H 1A5
416-965-8864

North/West Info. Centre

1780 Weston Rd.,
Weston M9N 1V8
416-248-7131

Area Offices

Hamilton

100 Main St. E., Suite 4103,
Hamilton L8N 3W6
416-523-1800

Kingston

1055 Princess St., Suite 303,
Kingston K7L 5T3
613-544-9682

Kitchener/Waterloo

153 Frederick St.,
Kitchener N2H 2M2
519-576-4130

London

495 Richmond St.,
London N6A 5A9
519-433-2331

North Bay

189 Wyld St.,
North Bay P1B 4V8
705-472-5200

Ottawa

350 Sparks St., Suite 206,
Ottawa K1R 7S8
613-238-7851

Sault Ste. Marie

421 Bay St., Suite 205,
Sault Ste. Marie P6A 1X3
705-942-3002

St. Catharines

282 Linwell Rd., Suite 120,
St. Catharines L2N 6N5
416-937-2020

Sudbury

224 Elm St. W.,
Sudbury P3C 1V3
705-673-6701

Thunder Bay

1265 Arthur St. E., Room 101,
Thunder Bay 'F', P7E 6E7
807-623-4545

Timmins

273 Third Ave., Suite 204,
Timmins P4N 7H9
705-267-6427

Windsor

787 Ouellette Ave.,
Windsor N9A 4J4
519-256-3461

MINISTRY OF NATURAL RESOURCES

Regional & District Offices

Northwestern

Kenora Regional Office

808 Robertson St., Box 5160,
Kenora P9N 3X9
807-468-3111

Dryden District

Box 640,
Dryden P8N 2Z3
807-223-3341

Fort Frances District

922 Scott St.,
Fort Frances P9A 1J4
807-274-5337

Ignace District

Box 448,
Ignace P0T 1T0
807-934-2233

Kenora District

Box 5080
Kenora P9N 3X9
807-468-9841

Red Lake District

Box 323,
Red Lake P0V 2M0
807-727-2531

Sioux Lookout District

Box 309,
Sioux Lookout, P0V 2T0
807-737-1140

North Central

Thunder Bay Regional Office

435 James St. S., Box 5000,
Thunder Bay 'F', P7C 5G6
807-475-1261

Atikokan District

108 Saturn Ave.,
Atikokan P0T 1C0
807-597-6971

Geraldton District

Box 640,
Geraldton P0T 1M0
807-854-1030

Nipigon District

Box 970,
Nipigon 90T 2J0
807-887-2120

Terrace Bay District

Box 280,
Terrace Bay P0T 2W0
807-825-3205

Thunder Bay District

435 James St. S., Box 5000,
Thunder Bay 'F', P7C 5G6
807-475-1511

White River District

200 Winnipeg St.,
White River P0M 3G0
807-822-2250

Northern

Cochrane Regional Office

140 Fourth Ave., Box 3000,
Cochrane P0L 1C0
705-272-4287

Timmins Regional Sub-Office

60 Wilson St.,
Timmins P4N 2S7
705-267-1401

Chapleau District

34 Birch St.,
Chapleau P0M 1K0
705-864-1710

Cochrane District

2 Third AVe., Box 730,
Cochrane P0L 1C0
705-272-4365

Gogama District

Gogama P0M 1W0
705-894-2000

Hearst District

Box 670,
Hearst P0L 1N0
705-362-4346

Kapuskasing District

6 Government Rd.,
Kapuskasing P5N 2W4
705-335-6191

Kirkland Lake District

Box 129,
Swastika P0K 1T0
705-642-3222

Moosonee District

Box 190,
Moosonee P0L 1Y0
705-336-2987

Timmins District

896 Riverside Dr.,
Timmins P4N 3W2
705-264-1262

Northeastern

Sudbury Regional Office

174 Douglas St. W.,
Sudbury P3E 1G1
705-673-1111

Sudbury (Geological Br.)

112 Kingsway,
Sudbury P3B 2E5
705-566-2210

Sault Ste. Marie (Mining Recorders Office)

75 Elgin St.,
Sault Ste. Marie P6A 2Y4
705-254-6884

Sault Ste. Marie (Forest Research)

1219 Queen St. E.,
Sault Ste. Marie P6A 5M7
705-949-9461

Tehkummah (Fisheries Research South Baymouth)

R. R. #1,
Tehkummah P0P 2C0
705-859-3137

Sault Ste. Marie (Fisheries Research Lake Superior & Geological Br.)

875 Queen St. E.,
Sault Ste. Marie P6A 2B4
705-942-1411, 942-1414

Blind River District

62 Queen St., Box 190,
Blind River P0R 1B0
705-356-2244

Espanola District

Box 1340,
Espanola P0P 1C0
705-869-1330

North Bay District

Box 3070,
North Bay P1B 8K7
705-474-5550

Sault Ste. Marie District

69 Church St.,

Sault Ste. Marie P6A 5L5,
705-949-1231

Sudbury District

P.O. Box 3500, Station A,
Sudbury P3A 4S2
705-522-7823

Temagami District

Box 38,
Temagami P0H 2H0
705-569-3622

Wawa District

22 Mission Rd., Box 1160,
Wawa P0S 1K0
705-856-2396

Algonquin

Huntsville Regional Office

Brendale Sq., Box 9000
Huntsville P0A 1K0
705-789-9611

Dorset

Leslie M. Frost Natural Resources Centre
Dorset P0A 1E0
705-766-2451

Huntsville

Construction Depot
Box 1119
Huntsville P0A 1K0
705-789-4471

Algonquin Park District

Whitney K0J 2M0
705-637-2780

Bancroft District

Box 500
Bancroft K0L 1C0
613-332-3940

Bracebridge District

Box 1138
Bracebridge P0B 1C0
705-645-5244

Minden District

Minden K0M 2K0
705-286-1521

Parry Sound District

4 Miller St.,
Parry Sound P2A 1S8
705-746-2141

Pembroke District

Riverside Drive, Box 220
Pembroke K8A 6X4
613-732-3661

Eastern Region

Kemptville Regional Office

Prov. Govt. Bldg.,
South Boundary Rd.,
Kemptville K0G 1J0
613-258-3413

Brockville District

101 Water St. W.,
Brockville K6V 5Y8
613-342-8524

Cornwall District

40 5th St. W., Box 1749,
Cornwall K6H 5V7
613-933-1774

Lanark District

Box 239,
Lanark K0G 1K0
613-259-2108

Napanee District

Napanee K0K 2R0
613-354-2173

Ottawa District

Ramsayville K0A 2Y0
613-822-2525

Tweed District

Metcalfe St.,
Tweed K0K 3J0
613-478-2330

Central

Richmond Hill Regional Office

10670 Yonge St.,
Richmond Hill L4C 3C9
416-884-9203

Cambridge District

R. R. #1, Beaverdale Rd.,
Cambridge N3C 2V3
519-658-9356

Niagara District

Hwy. 20, Box 1070,
Fonthill L0S 1E0
416-892-2656

Lindsay District

322 Kent St. W., Ont. Govt. Bldg.,
Lindsay K9V 2Z9
705-324-6121

Maple District

Maple L0J 1E0
416-832-2261

Huronia District

Midhurst L0L 1X0
705-728-2900

Southwestern

London Regional Office

1106 Dearness Dr.,
London N6E 1N9
519-681-5350

Aylmer District

353 Talbot St. W.,
Aylmer N5H 1S8
519-773-9241

Chatham District

435 Grand Ave. W., Box 1168,
Chatham N7M 5L8,
519-354-7340

Owen Sound District

611 — 9th Ave. E.,
Owen Sound N4K 3E4
519-376-3860

Simcoe District

645 Norfolk St. N.,
Simcoe N3Y 3R2
519-426-7650

Wingham District

Box 490, Highway 4 S.,
Wingham N0G 2W0
519-357-3131

MINISTRY OF NORTHERN AFFAIRS

Northwestern Regional Office

Kenora

315 Main St. S., Box 2440,
Kenora P9N 3X8
807-468-3135

Planning & Development Office

Thunder Bay

435 James St. S., Box 5000,
Thunder Bay 'F', P7E 6E3
807-475-1585

Community Service Offices

Atikokan

123 Marks St., Box 940,
Atikokan P0T 1C0
807-597-2701

Dryden

18 King St.,
Dryden P8N 1B1
807-223-5231

Fort Frances

333 Church St., Box 717,
Fort Frances P9A 3N1
807-274-5329

Geraldton

103 Main St., Box 69,
Geraldton P0T 1M0
807-854-0266

Ignace

200 Beaver St., Box 196,
Ignace P0T 1T0
807-934-2260

Kenora

Court House — Water St., Box 139,
Kenora P9N 3X1
807-468-5548

Marathon

Peninsula Building, Box 280,
Marathon P0T 2E0
807-229-1153

Rainy River

408 Atwood Ave., Box 311,
Rainy River P0W 1L0
807-852-3287

Red Lake

242 Howey St., Box 950,
Red Lake P0V 2M0
807-727-2870

Sioux Lookout

Prov. Bldg., 2nd Fl., Box 147,
Sioux Lookout P0V 2T0
807-737-1318

Thunder Bay

140 S. May St.,
Thunder Bay 'F', P7E 1B3
807-475-1425

Northeastern Regional Office

Sault Ste. Marie

421 Bay St., 3rd Fl.,
Sault Ste. Marie P6A 1X3
705-942-0100

Planning & Development Office

Sudbury

174 Douglas St.,
Sudbury P3E 1G1
705-675-5641

Community Service Offices

Blind River

Box 760, 13 Lawton St.,
Blind River P0R 1B0
705-356-2226

Chapleau

3 Birch St.,
Chapleau P0M 1K0
705-864-1515

Cochrane

161 Sixth St., Box 668,
Cochrane P0L 1C0
705-272-4274

Elliot Lake

10 Brunswick Walk,
Elliot Lake P5A 2A8
705-848-7133

Espanola

100 Tudhope St., Box 1718,
Espanola P0P 1C0,
705-869-1532

Hearst

915 George St., Northern Seasons Motel,
Hearst P0L 1N0
705-362-4358

Iroquois Falls

253 Ambridge Dr.,
Iroquois Falls
705-232-4001

Kapuskasing

Box 86, Model City Mall,
Kapuskasing P5N 2E7
705-335-6008

Kirkland Lake

35 Prospect Ave., Box 635,
Kirkland Lake P2N 3K1
705-567-3291

Mindemoya

Box 128,
Mindemoya P0P 1S0
705-377-5396

Moosonee

Box 307,
Moosonee P1O 1Y0
705-336-2991

New Liskeard

Box 68, 49 Armstrong St.,
New Liskeard P0J 1P0
705-647-7391

North Bay

267 Main St. W.,
North Bay P1B 2T8
705-472-3911

Sault Ste. Marie

444 Queen St. E.,
Sault Ste. Marie P6A 1Z7
705-254-6623

Sturgeon Falls

191 Main St., Box 1930,
Sturgeon Falls P0H 2G0
705-753-2900

Sudbury

15 Frood Rd.,
Sudbury P3C 4Y9
705-675-1176

Timmins

60 Wilson Ave.,
Timmins P4N 2S7
705-267-1401

Wawa

P.O. Box 1370,
55 Broadway Ave.,
Wawa P0S 1K0
705-856-2354

MINISTRY OF REVENUE

Assessment Division

Area & Regional Offices

Eastern Ont. Area Office

220 Laurier Ave. W.,
Ottawa K1P 5Z9
613-232-9673

Prescott — Russell — Stormont — Dundas — Glengarry

132 Second St. E.,
Cornwall K6H 5R3
613-933-7100

Lanark — Leeds — Grenville

Box 712, 95 Parkdale Ave.,
Brockville K6V 5V8
613-342-8242

Ottawa — Carleton

729 Bank St.,
Ottawa K1G 3S5
613-731-2620

Renfrew

24 Pembroke St. W.,
Pembroke K8A 5M3
613-735-0181

Frontenac — Lennox — Addington

1055 Princess St.,
Kingston K7L 4Y8
613-546-3801

Northumberland — Hastings — Prince Edward

80 Division St.,
Trenton K8V 5R9
613-392-2501

Haliburton — Peterborough — Victoria

33 Lindsay St. S., Box 267,
Lindsay K9V 4S1
705-324-9121

Central Ontario Area Office

200 Consumers Rd.,
Willowdale M2J 4R4
416-491-0836

City of Toronto

2221 Yonge St.,
Toronto M4S 2B4
416-486-6300

North York

55 Doncaster Ave.,
Thornhill L3T 1L7
416-889-9503

Scarborough — East York

7 Overlea Blvd.
Toronto M4H 1A8
416-423-1240

Etobicoke — York

4 Eva Rd.,
Etobicoke M9C 2A8
416-621-9400

Durham

605 Rossland Rd. E.,
Whitby L1N 5S1
416-668-9351

York

460 Oak St.,
Newmarket L3Y 3X6
416-920-2372

Halton — Peel

55 City Centre Dr.,
Mississauga L5B 2C8
416-270-8050

Simcoe

109 Ferris Lane,
Barrie L4M 2Y1
705-728-2270

Muskoka

Box 150, Hwy. 11, Pine St. E.,
Bracebridge P0B 1C0
705-645-5204

Western Ont. Area Office

Box 456, 14 Holiday Inn Dr.,
Brantford N3T 5N9
519-759-2176

Niagara

43 Church St.,
St. Catharines L2R 7A7
416-688-0233

Wentworth

447 Main St. E.,
Hamilton L8N 1K1
416-528-8621

Brant — Haldimand — Norfolk

Box 1176, 63 Charing Cross,
Brantford N3T 5T3
519-759-6310

Waterloo

150 Main St.,
Cambridge N1R 1W3
519-623-5210

Dufferin — Wellington

286 Victoria Rd. N.,
Guelph N1E 5J3
519-821-7440

Elgin — Middlesex — Oxford

Treasure Island Plaza, R.R. #4,
London N6A 4B8
519-681-0050

Huron — Perth

Box 190, 57 Napier St.,
Goderich N7A 3Z2
519-524-7326

Bruce — Grey

345 Eighth St. E.,
Owen Sound N4K 5R4
519-371-1121

Kent — Lambton

Box 1140, 435 Grand Ave. W.,
Chatham N7M 5L8
519-354-5460

Essex

880 Ouellette Ave.,
Windsor N9A 1C7
519-254-3771

Northern Ontario Area Office

1349 LaSalle Blvd.,
Sudbury, P3A 1Z2
705-560-1450

Nipissing — Parry Sound

Box 167, 1650 Harriet St.,
North Bay P1B 8H2
705-474-6150

Cochrane — Timiskaming

145 Wilson Ave.,
Timmins P4N 2T2
705-264-9455

Manitoulin — Sudbury

1177 Barrydowne Rd.,
Sudbury P3A 3V4
705-566-8200

Algoma

180 Brock St.,
Sault Ste. Marie P6A 3B7
705-949-3941

Kenora — Rainy River — Thunder Bay

115 Johnson Ave.,
Thunder Bay P7B 2V9
807-345-1221

Retail Sales Tax Branch

District Offices

Belleville

208 Dundas St. E.,
Belleville K8N 1E3
613-962-9108

Hamilton

361 King St. W.,
Hamilton L8P 2B4
416-528-8393

Kitchener

449 Belmont Ave. W.,
Kitchener N2M 1N2
519-744-6318

London

310 Wellington Rd.,
London N6C 4P4
519-433-4033

North Bay

1500 Fisher St., Northgate Plaza,
North Bay P1B 2H3
705-474-4900

Orillia

19 Front St. N.,
Orillia L3V 6K5
705-326-3519

Ottawa

1419 Carling Ave., Hampton Park Plaza,
Ottawa K1Z 7L7
613-728-5887

Sudbury

1536 LaSalle Blvd.,
Sudbury P3A 1Z7
705-674-3151

Thunder Bay

435 James St. S., Ont. Govt. Bldg.,
Thunder Bay P7C 5G6
807-475-1681

Toronto

2300 Yonge St.,
Toronto M4P 1H6
416-487-7161

Welland

76 Division St.,
Welland L3B 3Z7
416-688-1360

Windsor

250 Windsor Ave.,
Windsor N9A 6V9
519-252-4404

MINISTRY OF THE SOLICITOR GENERAL

Ontario Provincial Police District Headquarters

District No. 1 *Chatham*

Box 990, 317 Queen St.,
Chatham, N7M 5L6
519-352-1122

District No. 2 *London*

Box 3143, 823 Exeter Rd.,
London, N6A 4J4
519-681-0300

District No. 3 *Burlington*

Box 5021, 1160 North Shore Blvd. E.,
Burlington, L7R 3Y8
416-528-0666

District No. 4 *Niagara Falls*

Box 358, 5345 Stanley Ave.,
Niagara Falls, L2E 6T8
416-356-1311

District No. 5 *Downsview*

Box 327, Hwy. 401 & Keele St.,
Downsivew, M3M 3A6
416-248-3151

District No. 6 *Mount Forest*

630 Main St. N.,
Mount Forest, N0G 2L0
519-323-3130

District No. 7 *Barrie*

Box 550, 20 Rose St.,
Barrie, L4M 4T7
705-726-6484

District No. 8 *Peterborough*

Box 477, Hwy. 7,
Peterborough, K9J 6Z6
705-742-0401

District No. 9 *Belleville*

Box 148, 400 North Front St.,
Belleville, K8N 4Z9
613-968-6495

District No. 10 *Perth*

Box 160, 75 Dufferin St.,
Perth, K7H 3E3
613-267-2626

District No. 11 *Long Sault*

Box 430, Mille Roches Rd.,
Long Sault, K0C 1P0
613-534-2223

District No. 12 *North Bay*

Box 685, Cor. Chippewa & Rose Ave.,
North Bay P1B 8J8
705-472-4343

District No. 13 *Sudbury*

Box 666, 20 Yonge St. S.,
Sudbury, P4E 4R6
705-675-1361

District No. 14 *Sault Ste. Marie*

Box 399, 740 Great Northern Rd.,
Sault Ste. Marie, P6A 5M1
705-524-1415

District No. 15 *South Porcupine*

Box 700, Hwy. 101,
South Porcupine, P0N 1H0
705-235-3345

District No. 16 *Thunder Bay*

Box 1080, 489 N. Algoma St.,
Thunder Bay, P7B 5G5
807-344-8421

District No. 17 *Kenora*

Box 1080, 222 Water St.,
Kenora, P9N 3X7
807-468-8971

Regional Coroners' Offices

York Region

26 Grenville St., 2nd Fl.,
Toronto M7A 2G9
416-965-6678

South Georgian Region

Box 568, Riverside Centre,
Bracebridge P0M 1C0
705-645-8733

Niagara Region

43 Church St., Box 580,
St. Catharines L2R 6WA
416-682-9209

East Central Region

210 Dundas St. E., Suite 305,
Belleville K8N 1B3
613-966-4944

Nipissing Region

16 Seguin St., Suite 9,
Parry Sound P2A 1B1
705-746-2123

Kenora Region

479 Government Rd., Box 3000,
Dryden P8N 3B3
807-223-6956

MINISTRY OF TRANSPORTATION & COMMUNICATIONS OPERATIONS DIVISION

Regional & District Offices

South Western Region

London

659 Exeter Rd., Box 6338,
London N5V 2Y4
519-681-1441

District No. 1 Chatham

Box 910 — 60 Keil Dr.,
Chatham N7M 5L3
519-354-1400

District No. 2 London

Box 6008, 659 Exeter Rd.,
London N5V 2Y4
519-681-1441

District No. 3 Stratford

Box 8, 581 Huron St.,
Stratford N5A 6S8
519-271-3550

District No. 5 Owen Sound

Box 520, 1450 Seventh Ave. E.,
Owen Sound N4K 5R1
519-376-7350

Central Region

Toronto

3501 Dufferin St., Downsview M3K 1N6
416-248-3458

District No. 4 Burlington

1182 North Shore Blvd., Box 5020,
Burlington L7R 3Z9
416-637-5625

District No. 6 Toronto

1201 Wilson Ave.,
Downsview M3M 1J8
416-248-3335

District No. 7 Port Hope

Box 150, 138 Hope St. N.,
Port Hope L1A 3W3
416-885-6381

Eastern Region

Kingston

355 Counter St., Postal Bag 4000,
Kingston K7L 5A3
613-544-2220

District No. 8 Kingston

Box 4000, 355 Counter St.,
Kingston K7L 5A3
613-544-2220

District No. 9 Ottawa

530 Tremblay Rd.,
Ottawa K1G 0E4
613-745-6841

District No. 10 Bancroft

Box 300, 64 Monck Rd.,
Bancroft K0L 1C0
613-332-3220

Northern Region

North Bay

447 McKeown Ave., Box 3030,
North Bay P1B 8L2
705-472-7900

District No. 11 Huntsville

207 Main St. W.,
Huntsville P0A 1K0
705-789-2391

District No. 13 North Bay

Box 3030, 447 McKeown Ave.,
North Bay P1B 8L2
705-472-7900

District No. 14 New Liskeard

Box 1390 — Rockley Rd.,
New Liskeard P0J 1P0
705-647-6761

District No. 16 Cochrane

Box 820, 50 Third Ave.,
Cochrane P0L 1C0
705-272-4333

District No. 17 Sudbury

Box 7000, Station A,
Sudbury P3A 4S2
705-522-9380

North Western Region

Thunder Bay

801 West Walsh St.,
Thunder Bay P7C 4X9
807-577-6451

District No. 18 Sault Ste. Marie

Box 500, MacDougall St.,
Sault Ste. Marie P6A 5M6
705-256-5682

District No. 19 Thunder Bay

Box 96, 801 West Walsh St.,
Thunder Bay P7C 4V7
807-577-6451

District No 20 Kenora

Box 1070, 808 Robertson St.,
Kenora P9N 3X9
807-468-6494

MINISTRY OF TRANSPORTATION & COMMUNICATIONS DRIVERS & VEHICLES

Regional & District Offices

Southwestern Region

London

659 Exeter Rd., Box 6338,
London N5V 2Z1
519-681-1441

District 31 London

659 Exeter Rd., Box 6338,
London N5V 2Z1
519-681-1441

District 32 Windsor

2090 Wyandotte Ave. E.,
Windsor N8Y 1N2
519-258-8312

District 33 Kitchener

524 Belmont Ave. W., Kitchener K2M 1N2
519-744-6348

Central Region

Toronto

1201 Wilson Ave.,
Downsview M3M 1J8
416-248-7163

District 21 Scarborough

773 Warden Ave.,
Scarborough M1L 4C2
416-752-7880

District 23 Hamilton

370 Kenora Ave.,
Stoney Creek L8E 2W2
416-561-5921

District 22 Mississauga

2520 Dixie Rd. S.,
Mississauga L4Y 2A5
416-279-5305

Eastern Region

Kingston

533 Montreal St.,
Kingston K7K 3H9
613-544-2220

District 41 Kingston

533 Montreal St.,
Kingston K7K 3H9
613-544-2220

District 42 Ottawa

1570 Walkley Rd.,
Ottawa K1V 6P5
613-731-1760

Northern Region

North Bay

447 McKeown Ave.,
North Bay P1B 8L2
705-472-7900

District 51 North Bay

447 McKeown Ave.,
North Bay P1B 8L2
705-472-7900

District 53 Sault Ste Marie

370 Lake St.,
Sault Ste. Marie P6B 3L1
705-254-4365

District 52 Timmins

883 Algonquin Blvd. W.,
Timmins
705-264-5349

Northwestern Region

Thunder Bay

801 West Walsh St.,
Thunder Bay P7C 4X9
807-577-5745

Area 61 Thunder Bay

801 West Walsh St.,
Thunder Bay P7C 4X9
807-577-5745

Area 62 Kenora

225 Matheson St.,
Kenora P9N 3X1
807-468-9715

Dryden Office

479 Government St., Box 902,
Dryden P8N 2P4
807-223-3237

Fort Frances Office

621 Mowatt Ave., Box 536,
Fort Frances P9A 3M8
807-274-6623

MINISTRY OF TREASURY, ECONOMICS & INTERGOVERNMENTAL AFFAIRS

Field Offices

London

495 Richmond St., 7th Floor,
London N6A 5A9
519-438-7255

Orillia

15 Matchedash St. N.,
Orillia L3V 4T4
705-325-6144

Ottawa

244 Rideau St.,
Ottawa K1N 5Y3
613-232-9446

Sudbury

1349 LaSalle Blvd.,
Sudbury P3A 1Z2
705-566-0901

Thunder Bay

435 James St. S., Box 5000,
Thunder Bay P7C 5G6
807-475-1621

Toronto

Frost Bldg. North, 4th Floor,
Toronto M7A 1Y7
416-965-1495

Ministerial Responsibility for Acts

Chairman of the Management Board of Cabinet

Crown Employees Collective Bargaining Act, 1972
Management Board of Cabinet Act, 1971
Public Service Act
Successor Rights (Crown Transfers) Act, 1977
Superannuation Adjustment Benefits Act, 1975

Ministry of Agriculture and Food

Abandoned Orchards Act
Agricultural Associations Act
Agricultural Committees Act
Agricultural Rehabilitation and Development Act (Ontario)
Agricultural Representatives Act
Agricultural Research Institute of Ontario Act
Agricultural Societies Act
Agricultural Tile Drainage Installation Act, 1972
Animals for Research Act
Artificial Insemination of Live Stock Act
Beef Cattle Marketing Act
Bees Act
Brucellosis Act
Commodity Board Members Act, 1976
Co-operative Loans Act
Crop Insurance Act (Ontario)
Dead Animal Disposal Act
Dog Licensing and Live Stock and Poultry Protection Act
Drainage Act, 1975
Edible Oil Products Act
Farm Income Stabilization Act, 1976
Farm Products Containers Act
Farm Products Grades and Sales Act
Farm Products Marketing Act
Farm Products Payments Act
Fruits and Vegetables Produce-for-Processing Act, 1974
Fur Farms Act, 1971
Grain Elevator Storage Act
Horticultural Societies Act
Hunter Damage Compensation Act
Junior Farmer Establishment Act
Live Stock and Live Stock Products Act
Live Stock Branding Act
Live Stock Community Sales Act
Live Stock Medicines Act, 1973
Meat Inspection Act (Ontario)
Milk Act
Ministry of Agriculture and Food Act
Oleomargarine Act
Ontario Agricultural Museum Act, 1975
Ontario Food Terminal Act
Ontario Producers, Processors, Distributors and Consumers Food Council Act
Plant Diseases Act
Pounds Act
Pregnant Mare Urine Farms Act
Protection of Cattle Act (R.S.O. 1950, c. 294)
Provincial Auctioneers Act
Riding Horse Establishments Act, 1972
Seed Potatoes Act
Stock Yards Act
Tile Drainage Act, 1971
Topsoil Preservation Act, 1977
Veterinarians Act
Warble Fly Control Act
Weed Control Act
Wool Marketing Act, 1974

Ministry of the Attorney General

Absconding Debtors Act
Absentees Act
Accidental Fires Act
Accumulations Act

Administration of Justice Act
Age of Majority and Accountability Act, 1971
Aliens' Real Property Act
Anti-Inflation Agreement Act, 1976
Arbitrations Act
Architects Act
Assessment Review Court Act, 1972
Assignments and Preferences Act
Bail Act
Barristers Act
Blind Persons' Rights Act, 1976
Bulk Sales Act
Business Records Protection Act
Change of Name Act
Charitable Gifts Act
Charities Accounting Act
Children's Law Reform Act, 1977
Commissioners for taking Affidavits Act
Compensation for Victims of Crime Act, 1971
Constitutional Questions Act
Conveyancing and Law of Property Act
Costs of Distress Act
County Court Judges' Criminal Courts Act
County Courts Act
County Judges Act
Creditors' Relief Act
Crown Administration of Estates Act
Crown Agency Act
Crown Attorneys Act
Crown Witnesses Act
Devolution of Estates Act
Disorderly Houses Act
Dominion Courts Act
Escheats Act
Estreats Act
Evidence Act
Execution Act
Expropriations Act
Extra-Judicial Services Act
Factors Act
Family Law Reform Act, 1975
Fines and Forfeitures Act
Fraudulent Conveyances Act
Fraudulent Debtors Arrest Act
Frustrated Contracts Act
Gaming Act
General Sessions Act
Habeas Corpus Act
Hospitals and Charitable Institutions Inquiries Act
Hotel Registration of Guests Act
Infants Act
Innkeepers Act
Interpretation Act
Judges' Orders Enforcement Act
Judicature Act
Judicial Review Procedure Act, 1971
Juries Act, 1974
Justices of the Peace Act
Landlord and Tenant Act
Law Society Act
Legal Aid Act
Libel and Slander Act
Limitations Act
Lord's Day (Ontario) Act
Married Women's Property Act
Master and Servant Act
Matrimonial Causes Act
Mechanics' Lien Act
Mental Incompetency Act
Mercantile Law Amendment Act
Ministry of the Attorney General Act
Minors' Protection Act
Mortgages Act
Municipal Conflict of Interest Act, 1972
Negligence Act
Notaries Act
Ontario Law Reform Commission Act
Ontario Municipal Board Act
Partition Act
Partnerships Act
Pawnbrokers Act
Perpetuities Act
Petty Trespass Act
Powers of Attorney Act
Proceedings Against the Crown Act
Professional Engineers Act
Property and Civil Rights Act
Provincial Courts Act (Part)

Public Accountancy Act
Public Authorities Protection Act
Public Halls Act
Public Inquiries Act, 1971
Public Institutions Inspection Act, 1974
Public Officers Act
Public Officers' Fees Act
Public Trustee Act
Quieting Titles Act
Reciprocal Enforcement of Judgements Act
Reciprocal Enforcement of Maintenance Orders Act
Regulations Act
Religious Institutions Act
Replevin Act
Sale of Goods Act
Settled Estates Act
Sheriffs Act
Short Forms of Conveyances Act
Short Forms of Leases Act
Short Forms of Mortgages Act
Small Claims Courts Act
Solicitors Act
Statute of Frauds
Statutes Act
Statutory Powers Procedure Act, 1971
Succession Law Reform Act, 1977
Summary Convictions Act
Surrogate Courts Act
Ticket Speculation Act
Time Act
Trustee Act
Unconscionable Transactions Relief Act
Unified Family Court Act, 1976
Variation of Trusts Act
Vendors and Purchasers Act
Vexatious Proceedings Act
Vicious Dogs Act
Wages Act
Warehousemen's Lien Act
Warehouse Receipts Act

Ministry of Colleges and Universities

Apprenticeship and Tradesmen's Qualification Act
Brock University Act, 1964
Carleton University Act, 1952
Colleges Collective Bargaining Act, 1975
Lakehead University Act, 1965
Laurentian University of Sudbury Act, 1960
McMaster University Act, 1957
Ministry of Colleges and Universities Act, 1971
Ontario College of Art Act, 1968-69
Osgoode Hall Law School Scholarships Act, 1968-69
Private Vocational Schools Act, 1974
Ryerson Polytechnical Institute Act, 1977
Sunnybrook Hospital Act, 1966
Trent University Act, 1962-63
University Expropriation Powers Act
University of Guelph Act, 1964
University of Ottawa Act, 1965
University of Toronto Act, 1971
University of Waterloo Act, 1972
University of Western Ontario Act, 1967
University of Windsor Act, 1962-63
Wilfrid Laurier University Act, 1973
York University Act, 1965

Ministry of Community and Social Services

Blind Persons' Allowances Act (R.S.O. 1960, c. 35)
Charitable Institutions Act
Child Welfare Act
Child Welfare Municipal Payments Continuance Act, 1976
Children's Boarding Homes Act
Children's Institutions Act
Children's Mental Health Centres Act
Children's Mental Hospitals Act
Children's Services Transfer Act
Day Nurseries Act

Developmental Services Act, 1974
Disabled Persons Allowances Act (R.S.O. 1960, c. 107)
District Welfare Administration Boards Act
Elderly Persons Centres Act
Family Benefits Act
General Welfare Assistance Act
Homemakers and Nurses Services Act
Homes for Retarded Persons Act
Homes for the Aged and Rest Homes Act
Indian Welfare Services Act
Ministry of Community and Social Services Act
Provincial Courts Act (Part)
Soldiers' Aid Commission Act (R.S.O. 1960, c. 377)
Training Schools Act
Unified Family Court Act, 1976 (Sub-sec. 1, Sec. 17)
Vocational Rehabilitation Services Act
Welfare Units Act

Ministry of Consumer and Commercial Relations

Apportionment Act
Bailiffs Act
Bills of Sale Act
Boilers and Pressure Vessels Act
Boundaries Act
Bread Sales Act
Building Code Act, 1974
Business Corporations Act
Business Practices Act, 1974
Cemeteries Act
Certification of Titles Act
Collection Agencies Act
Condominium Act
Construction Hoists Act
Consumer Protection Act
Consumer Protection Bureau Act
Consumer Reporting Act, 1973
Co-operative Corporations Act, 1973
Corporation Securities Registration Act
Corporations Act
Corporations Information Act, 1976
Credit Unions Act and Caisses Populaires Act, 1976
Debt Collectors Act
Deposits Regulation Act
Egress from Public Buildings Act
Elevators and Lifts Act
Energy Act, 1971
Gasoline Handling Act
Guarantee Companies Securities Act
Income Tax Discounters Act, 1977
Insurance Act
Investment Contracts Act
Land Titles Act
Limited Partnerships Act
Liquor Control Act, 1975
Liquor Licence Act, 1975
Loan and Trust Corporations Act
Marine Insurance Act
Marriage Act, 1977 (Proclamation)
Ministry of Consumer and Commercial Relations Act
Mortgage Brokers Act
Mortmain and Charitable Uses Act
Motor Vehicle Accident Claims Act
Motor Vehicle Dealers Act
Ontario Credit Union League Limited Act, 1972
Ontario Deposit Insurance Corporation Act
Ontario New Home Warranties Plan Act, 1976
Ontario Water Resources Act (Part)
Operating Engineers Act
Paperback and Periodical Distributors Act, 1971
Partnerships Registration Act
Pension Benefits Act
Personal Property Security Act
Petroleum Products Price Freeze Act, 1975
Prearranged Funeral Services Act
Prepaid Hospital and Medical Services Act
Pyramidic Sales Act, 1972

Racing Commission Act
Real Estate and Business Brokers Act
Registry Act
Residential Premises Rent Review Act, 1975 (2nd session, self repealing, December 31, 1978)
Securities Act
Theatres Act
Toronto Stock Exchange Act
Travel Industry Act, 1974
Unclaimed Articles Act
Upholstered and Stuffed Articles Act
Venture Investment Corporations Registration Act, 1977
Vital Statistics Act
Wine Content Act, 1976

Ministry of Correctional Services

Ministry of Correctional Services Act
Probation Act

Ministry of Culture and Recreation

Archives Act
Art Gallery of Ontario Act
Arts Council Act
Athletics Control Act
Centennial Centre of Science and Technology Act
Community Recreation Centres Act, 1974
Historical Parks Act, 1972
McMichael Canadian Collection Act, 1972
Ministry of Culture and Recreation Act, 1974
Ontario Educational Communications Authority Act
Ontario Heritage Act, 1974
Ontario Lottery Corporation Act, 1974
Public Libraries Act
Royal Botanical Gardens Act, 1941
Royal Ontario Museum Act
Simcoe (John Graves) Memorial Foundation Act, 1965

Ministry of Education

Central Algoma Board of Education and Teachers' Dispute Act, 1976
Education Act, 1974
Essex County French Language Secondary School Act, 1977
Kirkland Lake Board of Education and Teachers' Dispute Act, 1976
Lake Superior Board of Education Act, 1976
Metropolitan Boards of Education and Teachers Disputes Act, 1976
Ontario Institute for Studies in Education Act
Ontario School Trustees' Council Act
Provincial Schools Negotiations Act, 1975
Sault Ste. Marie Board of Education and Teachers' Dispute Act, 1976
School Boards and Teachers Collective Negotiations Act, 1975
School Trust Conveyances Act
Teachers' Superannuation Act
Teaching Profession Act
Windsor Board of Education and Teachers Dispute Act, 1976
York County Board of Education Teachers Dispute Act, 1974

Ministry of Energy

Ministry of Energy Act, 1973
Ontario Energy Board Act
Ontario Energy Corporation Act, 1974
Oxford Municipal Hydro-Electric Service Act, 1977
Peel Municipal Hydro-Electric Service Act, 1977
Power Corporation Act
Power Corporation Insurance Act
Rural Hydro-Electric Distribution Act
Rural Power District Loans Act
Waterloo Electrical Service Areas Act, 1977

Ministry of the Environment

Environmental Assessment Act, 1975
Environmental Protection Act, 1971
Ministry of the Environment Act
Ontario Water Resources Act (Part)
Pesticides Act, 1973
Pollution Abatement Incentive Act

Ministry of Government Services

Flag Act
Floral Emblem Act
Ministry of Government Services Act, 1973
Official Notices Publication Act
Public Service Superannuation Act

Ministry of Health

Alcoholism and Drug Addiction Research Foundation Act
Ambulance Act
Cancer Act
Cancer Remedies Act
Chiropody Act
Community Psychiatric Hospitals Act
Dental Technicians Act
Denture Therapists Act, 1974
Drugless Practitioners Act
Fluoridation Act
Funeral Services Act, 1976
Health Disciplines Act, 1974
Health Insurance Act, 1972
Homes for Special Care Act
Hypnosis Act
Mental Health Act
Mental Hospitals Act
Ministry of Health Act, 1972
Municipal Health Services Act
Nursing Homes Act, 1972
Ontario Mental Health Foundation Act
Opthalmic Dispensers Act
Private Hospitals Act
Private Sanitaria Act
Psychologists Registration Act
Public Health Act
Public Hospitals Act
Radiological Technicians Act
Sanatoria for Consumptives Act
Venereal Diseases Prevention Act
War Veterans Burial Act

Ministry of Housing

Elderly Persons Housing Aid Act
Housing Development Act
Ministry of Housing Act, 1973
North Pickering Development Corporation Act, 1974
Ontario Housing Corporation Act
Planning Act
Rural Housing Assistance Act

Ministry of Industry and Tourism

Development Corporations Act, 1973
Ministry of Industry and Tourism Act, 1972
Ontario Place Corporation Act, 1972
Research Foundation Act, 1944
Sheridan Park Corporation Act
Tourism Act

Ministry of Labour

Blind Workmen's Compensation Act
Construction Safety Act, 1973
Employees' Health and Safety Act, 1976
Employment Agencies Act
Employment Standards Act, 1974
Government Contracts Hours and Wages Act
Hospital Labour Disputes Arbitration Act
Industrial Safety Act, 1971
Industrial Standards Act
Labour Relations Act
Mining Act (Part IX, Section 616)
Ministry of Labour Act
One Day's Rest in Seven Act
Ontario Human Rights Code

Ontario Labour-Management Arbitration Commission Act
Rights of Labour Act
Silicosis Act
Workmen's Compensation Act
Workmen's Compensation Insurance Act

Ministry of Natural Resources

Algonquin Forestry Authority Act, 1974
Algonquin Provincial Park Extension Act, 1960-61
Beach Protection Act
Beds of Navigable Waters Act
Conservation Authorities Act
Crown Timber Act
Endangered Species Act, 1971
Fish Inspection Act
Fisheries Loans Act
Forest Fires Prevention Act
Forest Tree Pest Control Act
Forestry Act
Freshwater Fish Marketing Act (Ontario)
Game and Fish Act
Gas and Oil Leases Act
Industrial and Mining Lands Compensation Act
Lakes and Rivers Improvement Act
Mineral Emblem Act, 1975
Mining Act (Part IX, except Sect. 616, is administered by Ministry of Labour)
Mining Tax Act, 1972
Ministry of Natural Resources Act, 1972
National Radio Observatory Act, 1962-63
Niagara Parks Act
North Georgian Bay Recreational Reserve Act, 1962-63
Ontario Geographic Names Board Act
Ontario Harbours Agreement Act, 1962-63
Parks Assistance Act
Petroleum Resources Act, 1971
Pits and Quarries Control Act, 1971
Provincial Parks Act
Public Lands Act
St. Clair Parkway Commission Act, 1966
St. Lawrence Parks Commission Act
Settlers' Pulpwood Protection Act
Spruce Pulpwood Exportation Act
Surveyors Act
Surveys Act
Trees Act
Wild Rice Harvesting Act
Wilderness Areas Act
Woodlands Improvement Act
Woodmen's Employment Act
Woodmen's Lien for Wages Act

Ministry of Northern Affairs

Ministry of Northern Affairs Act, 1977
Ontario Northland Transportation Commission Act

Ministry of Revenue

Agricultural Development Finance Act
Assessment Act
Corporations Tax Act, 1972
Gasoline Tax Act, 1973
Gift Tax Act, 1972
Income Tax Act
Land Speculation Tax Act, 1974
Land Transfer Tax Act, 1974
Ministry of Revenue Act
Motor Vehicle Fuel Tax Act
Ontario Guaranteed Annual Income Act, 1974
Ontario Home Buyers Grant Act, 1975
Provincial Land Tax Act
Race Tracks Tax Act
Railway Fire Charge Act
Retail Sales Tax Act
Succession Duty Act
Tobacco Tax Act

Ministry of the Solicitor General

Anatomy Act

Coroners Act, 1972
Egress from Public Buildings Act
Fire Accidents Act
Fire Departments Act
Fire Fighters' Exemption Act
Fire Marshals Act
Hotel Fire Safety Act, 1971
Human Tissue Gift Act, 1971
Lightning Rods Act
Ministry of the Solicitor General Act, 1972
Ontario Society for the Prevention of Cruelty to Animals Act, 1955
Police Act
Private Investigators and Security Guards Act
Public Works Protection Act
Retail Business Holidays Act, 1975 (2nd session)

Ministry of Transportation and Communications

Airports Act
Bridges Act
Commuter Services Act
Ferries Act
Highway Traffic Act
Local Roads Boards Act
Ministry of Transportation and Communications Act, 1971
Ministry of Transportation and Communications Creditors Payment Act, 1975
Motorized Snow Vehicles Act, 1974
Municipal Electric Railways Act (R.S.O. 1950, c. 248)
Ontario Highway Transport Board Act
Ontario Telephone Development Corporation Act
Ontario Transportation Development Corporation Act, 1973
Public Commercial Vehicles Act
Public Service Works on Highways Act
Public Transportation and Highway Improvement Act
Public Vehicles Act
Railways Act (R.S.O. 1950, c. 331)
Telephone Act
Toll Bridges Act
Toronto Area Transit Operating Authority Act, 1974

Ministry of Treasury, Economics and Intergovernmental Affairs

City of Cornwall Annexation Act, 1974
City of Hamilton Act, 1975
City of Port Colborne Act, 1974
City of Thorold Act, 1975
City of Thunder Bay Act, 1968-69
City of Timmins-Porcupine Act, 1972
County of Oxford Act, 1974
District Municipality of Muskoka Act
Farm Loans Act
Farm Loans Adjustment Act
Financial Administration Act
Fire Guardians Act
Fires Extinguishment Act
Gold Clauses Act
Haliburton Act
Line Fences Act
Local Improvement Act
Moosonee Development Area Board Act
Municipal Act
Municipal Affairs Act
Municipal Arbitrations Act
Municipal Corporations Quieting Orders Act
Municipal Elderly Residents Assistance Act, 1973
Municipal Elections Act, 1977
Municipal Franchises Act
Municipal and School Tax Credit Assistance Act
Municipal Tax Assistance Act
Municipal Unemployment Relief Act, 1971
Municipal Works Assistance Act
Municipality of Metropolitan Toronto Act

Ontario Economic Council Act
Ontario Education Capital Aid Corporation Act
Ontario Land Corporation Act, 1974
Ontario Loan Act
Ontario Municipal Employees Retirement System Act
Ontario Municipal Improvement Corporation Act
Ontario Planning and Development Act, 1973
Ontario Unconditional Grants Act, 1975
Ontario Universities Capital Aid Corporation Act
Ontario Youth Employment Act, 1977
Ottawa-Carleton Amalgamations and Elections Act, 1973
Parkway Belt Planning and Development Act, 1973
Provincial Parks Municipal Tax Assistance Act, 1974
Public Parks Act
Public Utilities Act
Public Utilities Corporations Act
Regional Municipality of Durham Act, 1973
Regional Municipality of Haldimand-Norfolk Act, 1973
Regional Municipality of Halton Act, 1973
Regional Municipality of Hamilton-Wentworth Act, 1973
Regional Municipality of Niagara Act
Regional Municipality of Ottawa-Carleton Act
Regional Municipality of Peel Act, 1973
Regional Municipality of Sudbury Act, 1972
Regional Municipality of Waterloo Act, 1972
Regional Municipality of York Act
Sandwich, Windsor & Amherstburg Railway Act, 1977
Shoreline Property Assistance Act, 1973
Snow Roads and Fences Act
Statistics Act
Statute Labour Act
Supply Act
Tax Sales Confirmation Act, 1974
Territorial Division Act
Town of Wasaga Beach Act, 1973
Township of North Plantagenet Act, 1976
Vacant Land Cultivation Act
Village of Point Edward Act, 1972
Wharfs and Harbours Act

Office of the Assembly

Election Finances Reform Act, 1975
Legislative Assembly Act
Legislative Assembly Retirement Allowances Act, 1973
Ombudsman Act, 1975

Office of the Premier

Election Act
Executive Council Act
Lieutenant Governor Act
Policy and Priorities Board of Cabinet Act, 1971
Representation Act

Provincial Auditor

Audit Act, 1977

Provincial Secretary for Resources Development

Niagara Escarpment Planning and Development Act, 1973

Mailing adresses of Ministries in Metro Toronto

Note: Unless otherwise indicated, address mail as follows:

Branch or Agency Name
Ministry
Queen's Park, Toronto, Postal Code

Use postal code with Ministry name for branches and agencies not specified.

Office of The Lieutenant Governor of Ontario M7A 1A1

Office of The Premier of Ontario M7A 1A1

Legislative Building M7A 1A2

Management Board of Cabinet M7A 1Z6

Civil Service Commission M7A 1Z5

Ministry of Agriculture and Food M7A 2B2
Accounts Branch M7A 2A3
Agricultural Rehabilitation & Development (ARDA) M7A 1B1
Crop Insurance Commission M7A 1B7
Extension Branch M7A 1B2
Economics Branch M7A 1B6
Home Economics Branch M7A 1B5
Information Branch M7A 1A5
Livestock Branch M7A 1B4
Milk Industry Branch M7A 1A7
Ministry and Senior Executives M7A 1A3
Personnel Branch M7A 1A4
Rural Development Branch & Agricultural Manpower Services M7A 1B1
Veterinary Services Branch M7A 1B3

Ministry of the Attorney General (18 King St. E.) M5C 1C5

Ministry of Colleges and Universities M7A 1B8
College Affairs Branch M7A 1C1
Manpower Training Branch M7A 2B5
Program Resources M7A 1C6
Student Awards Branch M7A 2B4

Ministry of Community and Social Services M7A 1E9
Accounts Branch M7A 2B6
Children's Services M7A 1H2
Municipal Welfare Secretariat M7A 1G8
Provincial Benefits Branch M7A 1G1
Rehabilitation Branch M7A 1G6
Senior Citizens Branch M7A 1G7

Ministry of Consumer and Commercial Relations (555 Yonge St.) M7A 2H6
Administrative Services Branch (10 Wellesley St. E.) M7A 2H8
Energy Safety Branch (400 University Ave.) M7A 2J1
Finance & Program Evaluation Branch (10 Wellesley St. E.) M7A 2J3
Motor Vehicle Accident Claims (555 Yonge St.) M7A 2J4
Ontario Securities Commission (10 Wellesley St. E.) M7A 2H7
Personal Property Registration Branch (543 Yonge St.) M7A 2J5
Pressures Vessels Branch (400 University Ave.) M7A 2H9
Program Services Division (555 Yonge St.) M7A 2J6
Property Law Branch (543 Yonge St.) M7A 2J7
Property Rights Division (543 Yonge St.) M7A 2J8
Regional Property Registration (543 Yonge St.) M7A 2J2

Office of the Registar General (Macdonald Block) M7A 1Y5
Technical Standards Division (400 University Ave.) M7A 2J9
Ontario Racing Commission (10 Wellesley St. E.) M7A 2K1
Pension Commission of Ontario (10 Wellesley St. E.) M7A 2K2

Ministry of Correctional Services (2001 Eglinton Ave. E. Scarborough) M1L 4P1

Ministry of Culture and Recreation M7A 2R9

Ministry of Education M7A 1L2

Ministry of Energy M7A 2B7
Ontario Energy Board (14 Carlton St.) M5B 1J2
Ontario Hydro (700 University Ave.) M5G 1X6

Ministry of the Environment (135 St. Clair Ave. W.) M4V 1P5

Ministry of Government Services M7A 1N3
Design Services Branch M7A 2G3
Employee Benefits Branch M7A 1R1
Finance Branch M7A 1P8
Government Payments Branch M7A 1R2
Government Stationery Service M7A 2G4
Publications Services Branch M7A 1N8

Ministry of Health M7A 1R3
Central Accounting Section M7A 2B8
Chest Disease Service M7A 2C7
Communications Branch M7A 1S2
Drugs and Therapeutics Branch M7A 2B9
Fiscal Resources Branch M7A 2C6
Homes for Special Care & Extended Care and Accounts Section M7A 2C2
Human Resources Branch M7A 1S5
Inspection Branch M7A 2C3
Legal Branch M7A 1S3
Minister's Office M7A 2C4
Purchasing Office M7A 2C5

Ministry of Housing
Ontario Mortgage Corporation (60 Bloor W.) M4W 3B8
Community Planning branches and other Ministry offices at 60 Bloor W. M4W 3K7
Ontario Housing Corporation (101 Bloor W.) M5S 1P8
Community Housing Division and other Ministry offices at 101 Bloor W. M5S 1P8
Minister's Office and other Ministry Offices at Hearst Block, Queen's Park M7A 2K5
Plans Administration Div., Communications Br. and other Ministry offices at 56 Wellesley W. M7A 2K4
North Pickering Project (950 Yonge St.) M7A 2M1

Ministry of Industry And Tourism M7A 2E1
Administrative Division and Executive Offices M7A 2E2
Communications Division M7A 2E3
Division of Industry and Trade M7A 2E4
Division of Tourism M7A 2E5
Ontario Development Corporation M7A 2E7
Policy and Priorities Division M7A 2E6
Small Business Operations Division M7A 2E8

Ministry of Labour M7A 1T7
Employment Standards Branch M7A 1V2
Ontario Labour Relations Board M7A 1V4

Workmen's Compensation Board (2 Bloor St. E.) M4W 3C3

Ministry of Natural Resources M7A 1W3

Ministry of Northern Affairs (10 Wellesley St. E.) M4Y 1G2

Ministry of Revenue M7A 1X8
Corporation Tax Branch M7A 1Y1
GAINS Program M7A 2B3
Gasoline Tax Branch M7A 1Y3
Ontario Tax Credits — Accounts Inquiries M7A 2G2
Ontario Tax Credits — Correspondence M7A 2G1
Province of Ontario Savings Office — Queen's Park Branch M7A 2A9
Retail Sales Tax Branch M7A 1X9
Succession Duty Branch M7A 1Y2

Ministry of the Solicitor General M7A 1Y6
Centre of Forensic Sciences M7A 2G8
Chief Coroner M7A 2G9
Fire Marshal of Ontario M7A 2H2
Ontario Police Commission M7A 2H3
Ontario Provincial Police — General Headquarters M7A 2S1

Ministry of Transportation and Communications M7A 1Z8
Downsview Offices, 1201 Wilson Ave., Downsview M3M 1J8
Driver Control Section M7A 2A1
Driver Licensing Section — Issuing Unit M7A 2H5
Motor Vehicle Licensing Section — from Issuing Agents M7A 2H4
Motor Vehicle Licensing Section — Vehicle Files M7A 2A2
Registrar — Drivers and Vehicles M7A 1Z9

Ministry of Treasury, Economics and Intergovernmental Affairs M7A 1Y7
Central Statistical Services M7A 1Y9
Economic Development Branch M7A 1Z3
Economic Policy Branch M7A 1Z1
Library Services M7A 1Y8
Minister's Office M7A 2R7
Subsidies Branch M7A 2R8
Taxation and Fiscal Policy Branch M7A 1Z2

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Citizens' Inquiry Bureau
Ministry of Culture & Recreation
77 Bloor St. West, 6th Floor
Toronto M7A 2R9

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